



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

****AMENDED 1****

**BOARD OF SELECTMEN
MEETING AGENDA**

October 24, 2017
Municipal Building, Conference Room A
7:00 p.m.

CALL TO ORDER

ANNOUNCEMENTS

PUBLIC COMMENTS

1. APPOINTMENTS

- a) [Dawn Geoffroy – Recreation Commission](#)

2. RESIGNATIONS

- a) [Affordable Housing Trust – Karl Chapin](#)
- b) [Accounting Department – Yajaila Taft](#)

3. SCHEDULE

4. NEW BUSINESS

- a) [Adoption of Green Communities Energy Reduction Plan](#)
- b) [Vote to Approve: One Day Beer & Wine License – Community Harvest Program – Harvest Home Festival & 5K – Community Barn – November 05, 2017](#)
- c) [Vote to Approve: One Day Beer & Wine License – VFW Post 1497 – Stanley R. Stopyra – November 11, 2017](#)
- d) [Vote to Approve: One Day Beer & Wine License – VFW Post 1497 – Stanley R. Stopyra – November 12, 2017](#)
- e) [OPM Contract: Library & DPW Contract](#)
- f) [Vote to Sign: 207 Providence Road – Solar Agreement](#)
- g) [Vote to Instruct the Assessor to Raise \\$1.5M for Road Stabilization Account](#)

5. SELECTMEN REPORTS / TA REPORTS

6. CORRESPONDENCE

7. MEETING MINUTES

- a) [September 19, 2017](#)
- b) [October 03, 2017](#)
- c) [October 16, 2017](#)

8. DISCUSSION

- a) Upcoming Meeting/Workshop Dates & Topics

ADJOURN

Cindy Ide

From: Jen Andersen
Sent: Wednesday, October 04, 2017 8:41 AM
To: Cindy Ide
Subject: Recommendation for Commissioner

Cindy,

The board would like to recommend to the Board of Selectman that Dawn Geoffroy be appointed as a Commissioner for the Recreation Commission. She would also then become the recreation representative for CPC. Please let me know the next steps that need to be taken in order to put this in front of the selectman.

Thank you,

Jen Andersen
Recreation Director
Town of Grafton
Grafton Memorial Municipal Center
30 Providence Rd.
Grafton, MA 01519

Phone: 508-839-5335 x1158

Fax: 508-839-4602

E-mail: andersenj@graffon-ma.gov

Website: www.graffon-ma.gov or www.graffonrec.com



@TownofGraftonMA and @GraftonRecDept

[Check Out our Upcoming Events!](#) [View Our Program Listing!](#)



Grafton, MA

30 Providence Road

Phone: 508-839-5335

Citizen Activity Form

Good Government Starts with You

Date Submitted: September 25, 2017

Name: Dawn Geoffroy

Home Address: 29 Christopher Drive
GRAFTON, MA 01519

Mailing Address: 29 Christopher Drive
GRAFTON, MA 01519

Phone Number(s): (617)513-9035 - Cell

Email Address: dawn.geoffroy@gmail.com

Current Occupation/Employer: YMCA, Westboro

Narrative: Personal trainer and avid outdoors person - I enjoy helping others enjoy our beautiful town. I would like to be of assistance in a greater capacity.

Board(s) / Committee(s): RECREATION COMMISSION

October 12, 2017

Grafton Memorial Municipal Center
30 Providence Road
Grafton, MA 01519

Att: Board of Selectman

Re: Resignation from the Affordable Housing Trust

I Karl Chapin do hereby resign my position on the Board effective immediately.



Karl Chapin
233 Magill Drive Unit 9
Grafton, Ma. 01519

CC: Daniel Crossin, Chairman

October 4, 2017

Anita Patel
Town of Grafton
30 Providence Road
Grafton, MA 01519

Dear Anita,

Please accept this letter as notice of my resignation from my position as Accounting Specialist. My last day of employment will be October 20, 2017.

I received an offer to serve as Business Officer at Blackstone Valley Technically Vocational High School, and after careful consideration, I realize that this opportunity will allow me to grow personally and professionally and is too exciting for me to decline.

If you need help with the transition of my accounting duties so that systems continue to function smoothly after my departure, I would be more than happy to work with you.

It has been a pleasure working with you for the past 17 months and working for the Town for 11 years. I wish you and your future staff all the best and I look forward to staying in touch with you. You can email me anytime at Yajaila1978@gmail.com or call me at 508-282-2626.

Sincerely,

A handwritten signature in black ink that reads "Yajaila Taft". The signature is written in a cursive, flowing style.

Yajaila Taft

Energy Reduction Plan Highlights

- This plan is the last piece we need to apply for Green Community designation
- Table 2 shows an overview of the town's baseline energy use & plans for reduction
- Section IV provides a timeline of goals to implement the recommendations from the recent energy audit
- Total energy reductions from implementing those recommendations = 17% (Details in Table 4)
- We are required to provide calculations to prove at least a 15% reduction, the remaining 5% can be provided in narrative form (To reach required total reduction of 20%)
- Ideas for the additional 3% we will need: moving the fleet towards electric vehicles, investigating purchasing the remaining utility-owned street lights & converting them to LED, upcoming upgrades to WWTP, DPW, & library should implement efficiency
- Going forward: upon adopting from BOS & School Committee, we are ready to apply – I will be doing so ASAP



Energy Reduction Plan (ERP) Guidance and Outline

INTRODUCTION

Criterion Three for Green Communities Designation requires that a municipality (including both the general government and school district):

- (1) **Establish an energy use baseline.** This inventory must include all divisions and departments including: all municipal buildings, school buildings, municipal and school vehicles, street and traffic lighting, drinking water and wastewater treatment plants, pumping stations and open spaces¹ owned by the municipality.
 - Divisions and departments operating as Enterprise Funds under MGL Chapter 44, Section 53F ½ where such services are provided by a third party contractor or where the sole operating and budget authority resides with a board or commission) may be excluded from the Energy Reduction Plan. However, these operations are encouraged to become a part of and to adopt the Energy Reduction Plan. The exclusion does not apply to any other existing or future division or department operating as an Enterprise Fund for which the City has direct authority over its operation.
 - If a municipality pays the energy bills for an asset it does not own, it may elect to include that asset in its baseline if it would like to claim credit for any of that asset's energy reductions. For example, towns frequently pay the energy bills for streetlights owned by their utility or for buildings owned by a historical society. Please explicitly state if you are electing to include an asset the municipality does not own.
 - The energy use baseline inventory should be provided on an MMBtu (Million British Thermal Units) basis. There are a number of acceptable tools for performing the inventory including:
 - a. DOER's MassEnergyInsight (MEI) (www.massenergyinsight.net)²
 - b. Energy Star Portfolio Manager
 - b. ICLEI software
 - d. Other tools proposed by the municipality and deemed acceptable by DOER
 - The baseline year should consist of the most recent year of complete data. For applications in the fall of 2017, this should be Fiscal Year 2017 (or Calendar Year 2016). However, to allow communities to take credit for energy efficiency measures completed in recent years, a municipality may provide a baseline that goes back as far as FY 2015 (or CY 2015), and provide a reduction plan that begins in FY 2016 (or CY 2016). Already completed measures should be documented as described in Section IV B 3.
 - For applications consisting of more than one municipality, each municipality must complete the inventory. However, the comprehensive program to reduce the baseline by 20% can be applied across all communities.

¹ The "Open Space" category includes energy use by parking lots, parks, cemeteries and athletic fields.

² Preferred method

(2) Put in place a comprehensive program designed to reduce this baseline by 20% within the 5 year period following the Baseline Year. The 20% reduction is applied to the aggregate energy use (in MMBtus) in the baseline energy use inventory. Please note that the 5 year time period begins the year following the baseline year, not the year following designation as a Green Community. It is DOER's intent to permit Green Communities that have installed energy conservation measures in their fifth year to achieve the full energy savings from these Year 5 measures. To ensure this, DOER allows communities to wait a full year after Year 5 has been completed before assessing their progress towards the 20% energy reduction commitment. Effectively, this means that some communities will achieve their 20% reduction after Year 6 and still be considered to have met their designation commitment. For example, applicants using a 2015 baseline work to reduce their energy use from 2016 through 2020. They then should achieve their 20% energy reduction by the end of 2020, unless they have installed energy conservation measures in 2020, in which case they should achieve their total energy use by 20% by the end of 2021.

- a. **Create an Energy Reduction Plan (ERP) to document both the baseline energy consumption and the comprehensive program to reduce total energy use by 20%.** An ERP is a document that requires thoughtful planning and participation by all municipal departments, including schools. Municipalities should plan on at least three months to complete the process of producing an ERP. A team of individuals and a designated lead responsible for conducting the baseline inventory and developing the ERP should be identified. The process will involve collecting data using one of the tools identified above, analyzing the data to understand where reductions can be achieved, setting goals and developing strategies based on data collection and analysis, and finally developing and writing the ERP.

A well-prepared ERP will provide a realistic path for implementation. The benefits of ERP implementation include long-term savings in annual energy costs and reductions in a municipality's greenhouse gas emissions. It also presents an opportunity to perpetuate these benefits if a portion of the cost savings is re-invested in further energy efficiency. Finally, the ERP is an opportunity to engage the community in municipal energy reduction, both in its design and implementation and in publicizing its successes.

- b. **Report annually on the ERP and assess progress towards the 20% energy reduction.** If, at the end of 5-6 years, a municipality has not reduced its energy consumption by 20%, it will be asked to provide a revised plan to fulfill its ERP. If the municipality cannot effectively demonstrate significant efforts to reduce its energy consumption by 20%, then the municipality is at risk of losing its Green Community designation. A municipality will not lose its previously-awarded grant funding as a result of not meeting its 20% energy reduction goal.

INSTRUCTIONS FOR CREATING AN ENERGY REDUCTION PLAN

A comprehensive ERP consists of a number of key components which enables a municipality to establish energy reduction goals and develop a structure to meet those goals over a specific period of time. The outline below presents the format for the ERP and addresses its key components. *The information contained in the outline below is the minimum information that a municipality is expected to provide in its ERP.* Please use the sample tables provided in this document and also in a separate excel file, but note that it is important to also provide a brief supporting narrative.

ENERGY REDUCTION ACTION PLAN OUTLINE

I. PURPOSE AND ACKNOWLEDGEMENTS

A. Letters from Both General Government and School District Verifying Adoption of the ERP

- **General Government** – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Energy Reduction Plan. The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the Mayor in any other city, and the Board of Selectmen in any other town unless some other officer or body is designated to perform the functions of a Chief Executive Officer under the provisions of a local charter or laws having the force of a charter. See sample letter in Appendix A.
- **Public School Districts** - For a municipality to meet this requirement, its public school district must be included in the municipality's baseline. Furthermore, the public school district must provide a letter from the Superintendent of Schools stating that it has adopted the Energy Reduction Plan.
- **Districts** – Regional School Districts are not required to be part of a municipality's Green Communities designation application. However, for regional school districts that wish to be part of a municipality's Green Communities designation (with approval by the municipality), the regional school district must establish an energy use baseline and assign the appropriate percentage of that baseline to the municipality (based on the funding assessment percentage that municipality contributes annually to the regional school district). The regional school district must also adopt the Energy Reduction Plan. A municipality may also include its local elementary school that is part of a RSD, but not include its portion of the middle/high school. In this case, 100% of the elementary school's energy use would be included in the Energy Reduction Plan. See Appendix B for details.

B. List of Contributors that Participated in the Baseline and ERP Process

II. EXECUTIVE SUMMARY

A. Narrative Summary of the Town - including population and any special school accreditations, Energy Star® ratings, EPA Community Energy Challenge participant, ICLEI community, etc.

B. Summary of Municipal Energy Uses - use instructions below to create Table 1 (sample below). Reiterating the Table 1 contents in text is not required.

- **Total Number of Municipal Buildings** - including schools, and broken down by type of heating fuel (e.g. oil, propane, natural gas, etc.). For Regional School Districts wishing to be included in the municipality's Green Communities designation, please list the number of their buildings (by fuel type) and vehicles (by exempt category) as separate lines and list "RSD" in the ownership column.
- **Building Additions and New Construction** - Please identify any building additions or new construction planned for completion during the 5-year ERP period. Due to the unique nature of many building projects, a community MUST consult with DOER regarding building stock changes prior to submission of its Green Communities application. For general guidance, please see Building Stock Changes Guidance in Appendix C.
- **Total Number of Vehicles** - including schools, and broken down by number of exempt and non-exempt vehicles as defined by Green Communities Criterion 4.
- **Total Number of Street Lights and Traffic Lights** – Please list the number of street and traffic light owned by the municipality or by the utility in separate rows with a note in the ownership column. If owned by the

utility, then these will not be included in the baseline and Energy Reduction Plan unless the municipality explicitly states they wish to include them.

- **Water and Sewer** – Note the number of drinking and wastewater treatment plants and pumping stations owned by the municipality.

Table 1: Summary of Municipal Energy Users (Sample Data)

	Number	Ownership
Buildings		
Oil Heat	5	Muni
Oil Heat	3	RSD
Natural Gas Heat	0	
Propane Heat	4	Muni
Biomass Heat	0	
Other Heat Type	0	
Vehicles		
Non-Exempt	25	Muni
Exempt	20	Muni
Exempt	5	RSD
Street Lights	200	Utility (excluded)
Traffic Lights	2	Muni
Water and Sewer		
Drinking Water Treatment Plant	1	Muni
Wastewater Treatment Plant	0	(regional)
Pumping Stations	10	Muni

C. Summary of Energy Use Baseline and Plans for Reductions – use sample Table 2 provided below

Table 2: Summary of Municipal Energy Use Baseline

BASELINE YEARFY20xx or CY20xx	MMBtu Used in Baseline Year	% of Total MMBtu Baseline Energy Consumption	Projected Planned MMBtu Savings	Savings as % of Total MMBtu Baseline Energy Consumption
Buildings				
Vehicles				
Street/Traffic Lights				
Water/Sewer/Pumping				
Open Space³				
Total		100%		

iii.

³ A municipality can choose to attribute Open Space energy use to the other categories if desired. If open space is used as a category, please be sure to list exactly what is included as a footnote and that, if using MassEnergyInsight, it matches its Table 3.

ENERGY USE BASELINE INVENTORY**A. Identification of the Inventory Tool Used (preferably MassEnergyInsight)****B. Identification of the Baseline Year and ERP Timeframe – Example: Our baseline year is FY2017. The five-year timeframe for the 20% energy reduction goal is FY2018-FY2022.****C. Municipal Energy Consumption for the Baseline Year – please use one of the following options:**

- Using the embedded Excel Table 3 below (only works for Excel/Word 2007), provide one table with both native units (kWh, therms, etc.) and MMBtu
- Using the separately provided Excel version of Table 3, provide one table with both native units (kWh, therms, etc.) and MMBtu
- Insert tables reporting energy use in native units (kWh, therms, etc.) and MMBtu from MassEnergyInsight. Your MassEnergyInsight information MUST be complete, including uploaded oil, propane, gasoline, diesel and renewable fuels. Refer to MassEnergyInsight's Energy Reduction Plan Guidance Table 3 (Fuel Units) and Energy Reduction Plan Guidance Table 3 (MMBtu).

Provide an overall breakdown per individual building, water and sewer treatment plants, and open space facilities. An open space category may be used for any facility or location where the primary purpose of the facility is exposed space such as parks, cemeteries and athletic fields. Vehicles, streetlights, traffic lights and distribution and water/sewer distribution and collection pumping can be provided in the aggregate. Please insert additional columns for any other fuels and be sure to list their consumption in the correct units.

Fuel use from all vehicles, including those characterized as exempt AND non-exempt under Criterion 4, must be included. Diesel and gasoline must be listed separately.

A Note About Renewable Energy

Renewable Energy is a fuel source and the amount of renewable energy generated by the Green Community should be included here as a type of energy usage. Please report the amount of renewable electricity consumed by each building that is over and above any renewable electricity included in utility bills by loading that usage into MassEnergyInsight. For example, if a solar PV system on a high school results in an electricity bill reporting the use of 0 kWh, then load the actual kWh produced by the solar PV into MassEnergyInsight for each month.

For thermal Renewable Energy systems that do not have a flow meter to measure the actual amount of thermal energy generated, please report the projected thermal energy generation from the design study. See examples in italics below. Biomass and biofuels should be reported separately from other Renewable Energy types by reporting fuel consumption. Please do not include any Renewable Energy Certificates as these only displace the carbon emissions associated with energy generation, not the use of the energy.

Table 3: Municipal Energy Use Baseline (Embedded Excel version, only works with Office 2007; a separate version is provided for Excel 97-03. To edit, double click within the table.)⁴

⁴ 1 To convert thermal renewable energy generation to MMBtu, please multiply by the conversion factor for the displaced energy source. For example, for solar thermal replacing oil, multiply the gallons of oil that were not consumed by 0.139 MMBtu/gallon.

2 A municipality can choose to attribute open space energy use to the other categories if desired. If open space is used as a category, please be sure to list exactly what is included as a footnote and that, if using MassEnergyInsight, it matches MassEnergyInsight Table 3.

⁵ If you are designated, Table 4 will be also be used for future Green Communities reporting, including applying for and final reporting on Green Communities designation grants and for annual reports.

⁶ Why Does DOER Want This Level of Detail? This information will be used by DOER to:

- Confirm that a municipality has a well thought-out and documented pathway to fulfill its commitment to reduce its energy consumption by 20% in five years.
- Ensure that all Green Communities have met a similar level of review stringency in order to be designated.
- Provide information to the legislature and general public on the total and average projected energy savings, projected energy cost savings, greenhouse gas reductions, total capital costs, simple payback time, and financial support from the electric and gas utilities for the Green Communities program as a whole.
- Confirm that energy use reduction is from energy efficiency projects and initiatives. Because reporting of a building's total energy usage reflects both efficiency and renewable energy projects, a municipality needs to demonstrate that it has implemented enough energy efficiency to account for 20% of the total energy reduction in year 5.
- Analyze the relative effectiveness of project measures (i.e., heating upgrades, VFDs on pump stations, LED streetlights, use of biodiesel) to provide informed recommendations to additional municipalities.

IV. ENERGY REDUCTION PLAN

A. Narrative Summary –

1. *Overview of Goals for Years 1-3*
2. *Overview of Goals for Years 4-5*
3. *Identify Areas of Least Efficiency/Greatest Waste* – MassEnergyInsight’s “Buildings to Target” view is helpful in identifying these areas

B. Getting to a 20% Energy Use Reduction within the 5 Year Period Following the Baseline Year – NOTE: At a minimum, a municipality must identify specific measures with projected reductions to obtain a 15% reduction with supporting audits and/or calculations for these measures. A general strategy in the narrative section for identifying and obtaining the remaining 5% is acceptable. This section should include energy reductions anticipated from all divisions and departments including: all municipal buildings, school buildings (excluding Regional School Districts), municipal and school vehicles, street and traffic lighting, drinking water and wastewater treatment plants, pumping stations and open spaces owned by the municipality.

1. *Program Management Plan for Implementation, Monitoring and Oversight* – Identify the personnel responsible both for oversight of the Energy Reduction Plan implementation and for implementation of energy conservation measures in specific departments or buildings, if applicable. Also identify personnel responsible for the Annual Reporting requirements.
2. *Energy Conservation Measures* – In Table 4⁵ in the separate excel file, list completed and planned energy conservation measures, including vehicular efficiency measures. **References for each measure must be included in the table and these references, including any calculations, must be included as appendices to the Energy Reduction Plan.** Refer to the sample table below, but please submit the excel file in your application.

For each measure, provide⁶:

- its status/projected timeline
- the projected energy savings in native units (kWh, gallons, therms, etc.)
- the projected cost savings
- the total cost
- any utility incentives received
- any planned use of Green Communities grant funds, if designated
- for measures requiring additional funding, the funding source: capital budget, operating budget, debt and type, or other grants
- the source of the calculated energy and cost savings in the reference column; audits and/or calculations must be included in the Appendices.

- For fuel conversions, please include the projected energy savings of the old fuel AND the projected use of the new fuel as a negative energy savings (this will allow calculations of GHG reduction).

Acceptable References for Table 4 - All sources for projected energy savings for individual measures must be identified in Table 4 and supported with documentation. If any energy audits were completed, including an Investment Grade Audit conducted as part of an energy savings performance contract, please provide the entire audit as an attachment.

If creating an ERP without an audit, municipalities can analyze the energy baseline data for the least efficient buildings to identify appropriate Energy Conservation Measures based upon knowledge of the buildings and their equipment. If sources other than an audit are used for projected energy savings, please provide a brief summary of those sources here and include complete assumptions and calculations in the Appendices. Note that staff that are Building Operator Certified (BOC) have the credentials to perform these calculations. Alternatively, a municipality may use estimated energy savings from an accredited source, such as DOE or EPA, but must provide the complete assumptions and calculations in the Appendices. Please see the ERP from the Town of Warwick for an example.

Projected energy savings may be obtained by requesting information from equipment manufacturers. For example, if a building has an older boiler with an efficiency factor of 50% and the proposed new boiler has an efficiency factor of 90%, energy savings from the boiler can be estimated by multiplying 40% times the annual fuel use of the boiler. These calculations must be included in the Appendices.

PLEASE NOTE that the projected energy savings from a building in another municipality's Energy Reduction Plan cannot be used. In addition, the total projected energy savings in an audited municipal building generally cannot be applied to other municipal buildings. In order to be able to apply projected savings from one audited building to another unaudited building, the buildings must be similar in type and specific measures that are common to both must be identified with supporting details included to verify this type of estimation. Examples include last year of lighting retrofits, current boiler/furnace efficiencies and quotes for new boiler/efficiencies, R-values of insulation and calculations of potential savings. The building types and occupational profiles must be similar unless the measure is building-independent (such as vending machine energy controls).

- 3. For Municipalities Taking Credit for Efficiency Measures Occurring Before Green Communities Designation Application** - (i.e. for towns with a baseline of FY2015, FY2016, CY2015 or CY2016) - Actual reductions in energy usage may be applied to the 15% in identified energy savings. For example, a municipality with a baseline year of FY2015 saw an energy reduction of 4% in FY2016. It would then need to identify an additional 11% in documented energy efficiency measures in Table 4, as well as an additional 5% in general efficiency strategies in the narrative.

In order to claim credit for actual energy reductions, include in Table 4 all efficiency measures implemented during the period following the baseline year with estimated energy savings from each measure. Then demonstrate the actual energy reductions by providing a separate Table 3a for each year following the baseline year with the annual energy reductions for each building and for the municipality as a whole. (This is the same information that will eventually be asked of you in the Annual Reports as a designated Green Community.)

- 4. For Municipalities Using a Performance Contract (Energy Management Services)** – If an Investment Grade Audit (IGA) has been performed, a municipality may provide the IGA report in lieu of Table 4 for those measures and buildings/facilities. If ≥ 15 percent reduction from the baseline energy use has not been identified, additional measures should be listed using Table 4.

Table 4: Energy Conservation Measures Data (Embedded Excel version, only works with Office 2007; a separate version is provided for Excel 97-03)¹

ECMs			Status		Energy Data			
Category/Building Name	Energy Conservation Measure Name	ECM Type (select one from drop-down)	Status (select one from drop-down)	Status Date (Completed with month/year or planned Qtr/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Propane Savings (gallons)	Projected Annual Gasoline Savings (gallons)
Green School	Lighting Retrofit	Interior Lighting	Complete	Feb-11	6,000	0	0	0
Town Hall	Air Sealing	Weatherization	Active	Dec-14	0	230	0	0
Town Hall	New Boiler	HVAC	Planned	Q3 2015	0	17,122	0	0
Street Lights	LED Conversion	Exterior Lighting	Active	Jan-15	95,252	0	0	0
Drinking Water Treatment Plant	2 Variable Speed Drives	Pump/Motor/Drive	Complete	Q3 2012	500,000	0	0	0
Vehicles	Anti-idling retrofit for 2 police cruisers	Vehicles	Complete	Q2 2014	0	0	400	400
TOTAL Projected Savings					601,252	17,352	660	660
TOTAL MMBtu SAVINGS			4,791		2,051	2,412	82	82

¹ To convert thermal renewable energy generation to MMBtu, please multiply by the conversion factor for the displaced energy source. For example, for solar thermal replacing oil, multiply the gallons of oil that were not consumed by 0.139 MMBtu/gallon.

² A municipality can choose to attribute open space energy use to the other categories if desired. If open space is used as a category, please be sure to list exactly what is included as a footnote and that, if using MassEnergyInsight, it matches MassEnergyInsight Table 3.

ECMs			Financial Data					Reference Data	
Category/Builing Name	Energy Conservation Measure Name	ECM Type (select one from dropdown)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings
Green School	Lighting Retrofit	Interior Lighting	\$8,000	\$25,000	\$0	\$12,500	\$12,500	Town Capital Plan FY2011	http://www.energystar.gov/ia/business/downloads/BP_Ch_ecklist.pdf
Town Hall	Air Sealing	Weatherization	\$1,100	\$3,500	\$1,750	\$1,750	\$0	N/A	A-Z Energy Audit, 2008
Town Hall	New Boiler	HVAC	\$5,000	\$50,000	\$35,000	\$15,000	\$0	N/A	Boilers-to-Go Quote, 2009
Street Lights	LED Conversion	Exterior Lighting	\$2,500	\$5,000	\$0	\$2,500	\$2,500	Town Operating Budget FY2011	LED Signals Today Quote, 2009
Drinking Water Treatment Plant	2 Variable Speed Drives	Pump/Motor Drive	\$40,000	\$200,000	\$0	\$100,000	\$100,000	Town Bond FY2012	Energy Masters Technical Study, 2010
Vehicles	Anti-idling retrofit for 2 police cruisers	Vehicles	\$4,500	\$6,000	\$0	\$0	\$6,000	Town Operating Budget FY2012	green.autoblog.com
TOTAL Projected Savings			\$61,100	\$289,500	\$36,750	\$131,750	\$121,000		

C. Summary of Long-Term Energy Reduction Goals – Beyond 5 years

1. *Municipal Buildings (including schools)*
2. *Vehicles (including schools)*
3. *Street and Traffic Lighting*
4. *Perpetuating Energy Efficiency* – Has the municipality considered an energy conservation savings reinvestment plan (in which some of the energy savings are reinvested into a fund to finance future energy efficiency or renewable efficiency measures)? Or has it identified a mechanism for directing some of the energy cost savings from an annual operating budget to reinvesting in further energy efficiency?

MMBtu Conversion Chart*

Fuel Energy Content of Common Fossil Fuels per DOE/EIA

BTU Content of Common Energy Units – (1 million Btu equals 1 MMBtu)

- 1 kilowatt hour of electricity = 0.003412 MMBtu
- 1 therm = 0.1 MMBtu
- 1 ccf (100 cubic foot) of natural gas = 0.1028 MMBtu (based on U.S. consumption, 2007)
- 1 gallon of heating oil = 0.139 MMBtu
- 1 gallon of propane = 0.091 MMBtu
- 1 cord of wood = 20 MMBtu
- 1 ton of wood pellets = 16.5 MMBtu
- 1 gallon of gasoline = 0.124 MMBtu (based on U.S. consumption, 2007)
- 1 gallon of E100 ethanol = 0.084 MMBtu
- 1 gallon of E85 ethanol = 0.095 MMBtu
- 1 gallon of diesel fuel = 0.139 MMBtu
- 1 gallon of B100 biodiesel = 0.129 MMBtu
- 1 gallon of B20 biodiesel = 0.136 MMBtu⁹
- 1 gallon of B10 biodiesel = 0.137 MMBtu⁹
- 1 gallon of B5 biodiesel = 0.138 MMBtu⁹
- 1 barrel of residual fuel oil = 6.287 MMBtu

FOR MORE INFORMATION

Website:

www.mass.gov/energy/greencommunities

* If a conversion factor for a fuel you use is not provided, please contact DOER.

⁹ Calculated Values from those of diesel and B100 biodiesel

¹⁰ 1 To convert thermal renewable energy generation to MMBtu, please multiply by the conversion factor for the displaced energy source. For example, for so gallons of oil that were not consumed by 0.139 MMBtu/gallon.

² A municipality can choose to attribute open space energy use to the other categories if desired. If open space is used as a category, please be sure to list ex that, if using MassEnergyInsight, it matches MassEnergyInsight Table 3.

¹¹ The verbs “approve,” “committed,” or “adopt” are acceptable to indicate town/city and school board adoption of the ERP. The verbs “endorse” or “support” are NOT sufficient indications of town/city and school board adoption of the ERP.

V. ONSITE RENEWABLE ENERGY PROJECTS & RENEWABLE ENERGY

Please note any plans for onsite municipal renewable energy projects during the 5-year period. Renewable energy projects cannot be used towards the 20% reduction in any instance. The purchase of Renewable Energy Certificates also cannot be used towards the 20% reduction in any instance. If renewable energy projects are planned, in process or completed, please include them in Table 5.

(Embedded Excel version, only works with Office 2007; a separate version is provided for Excel 97-03. Double-click within the table to edit.)¹⁰

APPENDIX A – Sample Letters from Both General Government and School District Verifying Adoption of the ERP

General Government – The general government must provide a letter from the Chief Executive Officer of the city or town stating that it has adopted the Energy Reduction Plan. The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the Mayor in any other city, and the Board of Selectmen in any other town unless some other officer or body is designated to perform the functions of a Chief Executive Officer under the provisions of a local charter or laws having the force of a charter.

On Town/City Letterhead

October 14, 2017

To Whom It May Concern:

Please be advised that on October 14, 2017, the Select board of the Town met at a duly noticed and regularly scheduled meeting and voted to adopt¹¹ the Energy Reduction Plan for Criterion 3 of the Green Communities Application for Designation. The Selectboard was given copies of the plan for review prior to the meeting.

The Selectboard voted unanimously to adopt the plan and the minutes of that meeting include the vote.

Sincerely,

[signature]

Selectboard Members and/or Chair, Mayor or Town Manager

On School District Letterhead

October 14, 2017

To Whom It May Concern:

Please be advised that the town/city/regional school district adopts the Energy Reduction Plan as part of the city/town's Green Communities Application for Designation.

Sincerely,

[signature]

School Superintendent

APPENDIX B – Guidance for Inclusion of Regional School Districts in Energy Reduction Plan

- For a regional school districts (RSD) to be included as part of a municipality's Green Communities designation, the RSD must be included in the energy use baseline for the municipality and must adopt the energy reduction plan. For the RSD to be included in the municipality's energy use baseline, it must determine its individual energy use baseline and assign the appropriate percentage of that baseline to the municipality. The appropriate percentage is the funding assessment percentage that municipality contributes annually to the RSD.
- The energy use data for the RSD should be apportioned and included in the Municipality's Energy Reduction Plan as described below. Upon request, both the Municipality and the RSD should be able to provide the RSD's data prior to apportionment (i.e. the RSD's total energy use).
- A municipality may include its local elementary school that is part of a RSD, but not include its portion of the middle and/or high schools. In this case, 100% of the elementary school's energy use would be included in the Energy Reduction Plan. The apportionment instructions below do not apply. The accounts from an elementary school belonging to a RSD may be assigned in MassEnergyInsight to an individual municipality if desired.

Instructions to include RSD Energy Data in a Municipality's Energy Reduction Plan

- Include a paragraph in *IIA Narrative Summary of the Municipality* including a description of the RSD and the portion of its funding (as a percentage) that the municipality contributes.
- In **Table 1**, indicate the TOTAL number of buildings, vehicles, streetlights, and traffic lights owned by the RSD, with appropriate subcategories. These numbers should NOT be apportioned to the Municipality based upon the funding assessment percentage. See sample below:

Table 1: Summary of Municipal and RSD Energy Users

	Municipal Number	Ownership
Buildings		
Oil Heat	5	Muni
Oil Heat	3	RSD
Propane Heat	4	Muni
Vehicles		
Non-Exempt	25	Muni
Exempt	20	Muni
Exempt	5	RSD
Street Lights	200	Utility
Traffic Lights	2	Muni

- Include the RSD in the energy usage and projected reduction totals in **Table 2 Summary of Energy Use Baseline and Plants for Reductions**. To calculate the appropriate amount to be included in the usage, multiply the total annual energy use of the RSD by the percentage of funding that the municipality contributes.

Example: Town Y's total annual energy use is 320,000. Town Y contributes 25% of the annual RSD funding. Its RSD's total annual energy use is 80,000 MMBtu. The portion of the RSD's energy use attributable to Town Y is $80,000 \times 0.25 = 20,000$ MMBtu. So Town Y's Total Energy Use, including its RSD portion, is $320,000 + 20,000 = 340,000$ MMBtus.

- For **IIIC *Municipal Energy Consumption for the Baseline Year*, Table 3**, please list the RSD as separate building(s) in their own rows and only include the portion attributable to the municipality based upon their funding assessment percentage. For vehicles and street and traffic lights, include as separate rows. For the energy consumption of the RSD's buildings vehicles and lighting, only include the portion attributable to the Municipality based upon their funding assessment percentage.

Instructions to use MassEnergyInsight for energy use data

- Both the municipality and the RSD must have authorized users, their accounts signed to specific buildings, and be actively entering oil, propane, and third-party purchased energy data.
- Calculations to assign energy use to the municipality from the RSD cannot be performed in MassEnergyInsight. The data must be exported and independently manipulated. However, as described above, these are simple multiplication and addition functions that can easily be done using a calculator or Excel.
- The accounts from an elementary school belonging to a RSD may be assigned in MassEnergyInsight to an individual municipality if desired.
- These data can be found in MassEnergyInsight's ERP Guidance Tables 3A (Native Units) and 3B (MMBtu).
- The RSD should provide its energy use data from MEI to the municipality for inclusion in the Green Communities Energy Reduction Plan.
- The municipality should include the RSD data in Tables 1, 2, and 3 as described above.

APPENDIX C - Guidance for Addressing Building Stock Changes

For changes in building stock (including additions, new construction, demolition, replacement or acquisition), **PLEASE CONSULT WITH DOER TO DETERMINE THE PROPER TREATMENT OF THEIR ENERGY USE IN THE FUTURE ANNUAL REPORTS.** In general, the guidance provided in the table below will be followed. However, due to the unique nature of many building projects, a community should consult with DOER regarding building stock changes prior to submission of its Green Communities Annual Report. Please contact your Regional Coordinator to initiate this conversation.

Building Stock Changes Summary Guidance

	New or Altered Building Energy Included in Energy Consumption vs. Baseline?	How to Report?
Retrofit/Renovation	Yes	Annual report
Addition	Yes, pro-rated by square footage	Annual report
New Construction	No	Separate monitoring
Removal/Demolition	Up to community's discretion	Annual report
Replacement of an Existing Building	Yes	Annual report
Acquisition of an Existing Building	Only if desired	Separate monitoring or add to baseline in annual report

- **Retrofit/Renovations:** Retrofits and Renovations will be factored into the 20% reduction and do not alter the energy use baseline. These do not increase building square footage and renovations should be done such that the renovated space becomes more efficient.
- **Additions:** The energy load for a building and its addition will be counted towards the 20% reduction target but will be pro-rated based on the "new" building square footage. For example, if a 10,000 sq foot building added 5,000 sq feet (an additional 33%), then 66% of the energy usage for the building would be accounted for in monitoring the community's progress towards meeting its 20% energy reduction target.

Sample Building from Energy Baseline	
size (sq ft)	10,000
plus addition	5,000
TOTAL new building size	15,000
% Prorated energy use = $(10,000/15,000) \times 100$	66%
Total Electric Energy Use (kWH)	1,250,000
Prorated Energy use $(1,250,000 \times 0.66)$	825,000

- **New Construction:** The additional energy load from these buildings will NOT be added into the energy use baseline and therefore the additional load will NOT be factored into the 20% reduction target. Municipalities using MassEnergyInsight should flag the building to "exclude from baseline." However, a

municipality will be expected to monitor the performance of this building, using MassEnergyInsight or another tool, under its annual Green Communities reporting to verify that it is performing as designed and modeled.

- **Removal/Demolition:** For buildings that are removed from the building stock, the community has the option to adjust the energy use baseline by subtracting that building's energy use and revising the 20% reduction target accordingly. This will occur ONLY for buildings that are not replaced by a new building or leased space (see below).
- **Replacement of an Existing Building:** For buildings originally included in the baseline that go offline and are replaced by a new building, the energy use baseline will not change and the new building will be included in the 20% reduction target. If the new building is larger than the replaced building, then the energy use will be pro-rated

according to the difference in their square footages. For example, if a 25,000 sq foot building was replaced with a 50,000 sq feet (an additional 50%), then 50% of the energy bills for the building would be accounted for in monitoring the community's progress towards meeting its 20% energy reduction target.

Sample Building from Energy Baseline	
original size (sq ft)	25,000
Size of new building	50,000
% Prorated energy use = $(25,000/50,000) \times 100$	50%
Total Electric Energy Use (kWH)	1,500,000
Prorated Energy use $(1,500,000 \times 0.50)$	750,000

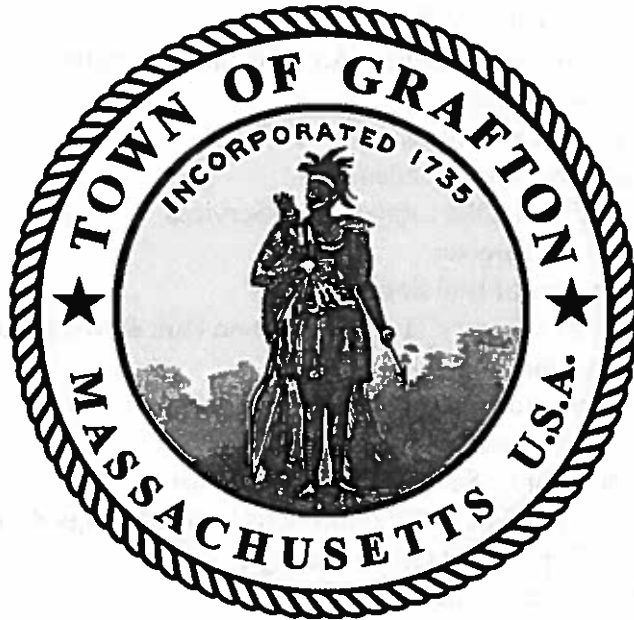
Report this energy use



- **Acquisition of an Existing Building:** If a municipality acquires an old building (i.e., not new construction) after the baseline year, and that building is not replacing a building already included in the baseline, the additional load from such a building will not be required to be included in the consumption profile and therefore the additional load will not be factored into the 20% reduction target. HOWEVER, one of the following two should occur:
 - The municipality should address these buildings separately in its Annual Report, noting what their baseline energy use was when they were acquired and what measures are planned for their improved energy performance.
 - As an alternative, if a municipality so chooses, it can add the load from these buildings into the energy use baseline when they were acquired and include them in the 20% reduction target. (A municipality may choose to do this because it may provide a better opportunity for them to achieve the 20% reduction target). A municipality choosing to do this must provide an explanation in its Annual Report.
- **Petition to Modify Energy Use Baseline:** At any time, a municipality can petition DOER to consider modification of its baseline. For example, a municipality may replace an existing smaller school with a new school that is significantly larger, with a pool added, etc, and it may wish to adjust its baseline to take this added square footage and energy use data into consideration. DOER reserves the right to approve or deny any such petition.

Town of Grafton, Massachusetts

Energy Reduction Plan



In fulfillment of the Massachusetts Green Communities Grant Program

Criteria 3

Prepared by:

Leah Cameron

Conservation Assistant

Town of Grafton, Massachusetts

October 16, 2017

I. Purpose and Acknowledgements

a. Letters from General Government and School District Verifying Adoption of the ERP (To be inserted after meetings on 10/24)

b. List of Contributors that Participated in the Baseline and ERP Processes

Leah Cameron, Conservation Assistant
Timothy McInerney, Town Administrator
Rebecca Meekins, Assistant Town Administrator
Cindy Ide, Assistant to the Town Administrator
Normand Crepeau, Jr., Chief of Police
Marianne DeVries, Police Department Administrative Assistant
Joseph Laydon, Town Planner
Chris Caron, DPW Office Manager
Dave Crouse, Highway Superintendent
Eileen LeBlanc, Grafton Public Library Tech Services
Beth Gallaway, Library Director
Robert Berger, Inspector of Buildings
Roger Currier, Board of Library Trustees - Nelson Park & Memorial Library
Jen Andersen, Recreation Director
Kerri Arsenault, Recreation Office Manager
Paul Cournoyer, Superintendent of Sewers
Daniel Gale, Grafton Public Schools Director of Finance
Anthony LeMay, Grafton Public Schools Director of Buildings & Grounds
Cheryl Barker, Fire Department Office Manager
Northern Energy Services, Consultant

II. Executive Summary

a. Narrative Summary of the Town of Grafton

Grafton is located in Worcester County, southeast of Worcester and west of Boston. Grafton is a predominantly suburban Town featuring several historic villages. It consists of about 23 square miles of land area. The population is approximately 18,000. The Town was incorporated in 1735. The Town has an open Town meeting form of government with a five-member Board of Selectmen and a Town Administrator.

In 2008, the Energy Study Committee and Recycling Committee were created to promote sustainable practices. Grafton has maintained annual recertification as a "Tree City, USA" from the National Arbor Day Foundation and the Department of Conservation and Recreation (DCR) for 17 years. The Town also offers the following programs to its residents: pay-as-you-throw trash pick-up, textile recycling, single-stream recycling, energy aggregation, and the Sutton-Grafton Solar Initiative.

b. Summary of Municipal Energy Uses

Within the five-year period of the implementation of this Energy Reduction Plan, the Town anticipates completion of: upgrades to the wastewater treatment plant, construction of a new DPW facility, and construction of an addition to the public library.

Table 1: Summary of Municipal Energy Uses

	Number	Ownership
Buildings		
Oil Heat	0	
Natural Gas Heat	20	Municipal
Propane Heat	1	Municipal
Biomass Heat	0	
Other Heat Type	0	
Vehicles		
Non-Exempt	10	Municipal
Exempt	60	Municipal
Street Lights	711	Municipal
Street Lights	48	National Grid
Traffic Lights	3	Municipal
Water and Sewer		
Drinking Water Treatment Plant	0	Private Water Districts (excluded)
Wastewater Treatment Plant	1	Municipal
Pumping Stations	11	Municipal

c. Summary of Energy Use Baseline and Plans for Reductions

The data in Table 2 below provides the Town's overall baseline energy usage, as well as the projected savings to result from this Plan.

Table 2: Summary of Municipal Energy Use Baseline and Reduction Plans

BASELINE YEAR FY 2017	MMBtu Used in Baseline Year	% of Total MMBtu Baseline Energy Consumption	Projected Planned MMBtu Savings	Savings as % of Total MMBtu Baseline Energy Consumption
Buildings	43,983	77%	8978	16%
Vehicles	6,340	11%	0	0%
Street/Traffic Lights	844	1%	562	1%
Water/Sewer/Pumping	6,148	11%	0	0%
Open Space¹	166	0%	0	0%
Total	57,481	100%	9540	17%

¹ Open Space consists of: Fairview Cemetery, Pine Grove Cemetery, Riverside Cemetery, Nelson Park, Silver Lake Beach, and Mill Villages Park

III. Energy Use Baseline Inventory

a. Identification of the Inventory Tool Used

The Town of Grafton uses Mass Energy Insight (MEI) as its inventory tool.

b. Identification of the Baseline Year and ERP Timeframe

- The baseline year is FY2017, making the five-year timeframe for the 20% energy reduction goal FY2018-FY2022.

c. Municipal Energy Consumption for the Baseline Year

Tables 3A and 3B below from MEI show the Town of Grafton's energy usage during the baseline year of FY2017 in native units and MMBtus, respectively.

Table 3A: Municipal Energy Use Baseline (Fuel Units)

		Electric (kWh)	Gas (therms)	Gasoline (gallons)	Diesel (gallons)	Propane (gallons)
Building	North Grafton Elementary	396,486	16,895			
	Garage	53,480	9,180			
	Nelson Memorial Library	1,963	1,936			
	South Grafton Community House	21,707	3,934			
	South Grafton Library	646	847			
	Station 3	22,708	2,377			
	South Grafton Elementary	257,520	24,398			
	Farnumsville Fire House Museum ²		917			
	North Street Elementary	438,843	37,343			
	Station 1, HQ	99,480	4,709			
	Middle School	372,119	50,432			
	Station 2	7,326	2,006			
	Equipment Storage ³	2,389				
	Old Police Station	10,092	1,840			
	Grafton Public Library	60,765	3,310			
	New Police Station	137,563	2,967			19
	Municipal Center	428,320	12,908			
	High School	1,740,600	71,826			
	Millbury Street Elementary	449,760	34,017			
	Maintenance Garage	7,341	4,124			
	Total	4,509,108	285,966			19
Open Space	Fairview Cemetery	3,046	544			
	Riverside Cemetery	428				
	Pine Grove Cemetery	272				
	Silver Lake Beach	2,755				
	Nelson Park	11,070				
	Mill Villages Park	15,205				
	Total	32,776	544			
Street/Traffic Lights	Street Lights	245,890				
	Traffic Lights	1,367				
	Total	247,257				
Vehicle	Vehicles			33,694	15,556	
	Total			33,694	15,556	
Water/Sewer	Beth Lee Drive Pump Station	757				
	Sewer Treatment Plant	968,200	15,635			
	Peters Way Pump Station	8,593				
	Millbury Street Pump Station	9,836				
	Danielle Drive Pump Station	7,464				
	Brigham Hill Road Pump Station	9,080				
	Worcester Street Pump Station	88,441				
	Ferry Street Pump Station	14,142				
	Providence Road Pump Station	21,573				
	Blackstone Lane Pump Station	3,443				
	Bay Farm Lane Pump Station	11,346				
	Arcadia Street Pump Station	200,750				
	Total	1,343,625	15,635			
Grand Total		6,132,766	302,145	33,694	15,556	19

²Farnumsville Fire House Museum: The building's caretaker pays the electric bills personally.

³Equipment Storage: This building is not heated.

Table 3B: Municipal Energy Use Baseline (MMBtu)

		Diesel	Electric	Gas	Gasoline	Propane	Total
Building	North Grafton Elementary		1,353	1,690			3,042
	Garage		182	918			1,100
	Nelson Memorial Library		7	194			200
	South Grafton Community House		74	393			467
	South Grafton Library		2	85			87
	Station 3		77	238			315
	South Grafton Elementary		879	2,440			3,318
	Farnumsville Fire House Museum ²			92			92
	North Street Elementary		1,497	3,734			5,232
	Station 1, HQ		339	471			810
	Middle School		1,270	5,043			6,313
	Station 2		25	201			226
	Equipment Storage ³		8				8
	Old Police Station		34	184			218
	Grafton Public Library		207	331			538
	New Police Station		469	297		2	768
	Municipal Center		1,461	1,291			2,752
	High School		5,939	7,183			13,122
	Millbury Street Elementary		1,535	3,402			4,936
	Maintenance Garage		25	412			437
	Total		15,385	28,597		2	43,983
Open Space	Fairview Cemetery		10	54			65
	Riverside Cemetery		1				1
	Pine Grove Cemetery		1				1
	Silver Lake Beach		9				9
	Nelson Park		38				38
	Mill Villages Park		52				52
	Total		112	54			166
Street/Traffic Lights	Street Lights		839				839
	Traffic Lights		5				5
	Total		844				844
Vehicle	Vehicles	2,162			4,178		6,340
	Total	2,162			4,178		6,340
Water/Sewer	Beth Lee Drive Pump Station		3				3
	Sewer Treatment Plant		3,303	1,564			4,867
	Peters Way Pump Station		29				29
	Millbury Street Pump Station		34				34
	Danielle Drive Pump Station		25				25
	Brigham Hill Road Pump Station		31				31
	Worcester Street Pump Station		302				302
	Ferry Street Pump Station		48				48
	Providence Road Pump Station		74				74
	Blackstone Lane Pump Station		12				12
	Bay Farm Lane Pump Station		39				39
	Arcadia Street Pump Station		685				685
	Total		4,584	1,564			6,148
Grand Total	Total	2,162	20,925	30,215	4,178	2	57,481

²Farnumsville Fire House Museum: The building's caretaker pays the electric bills personally.

³Equipment Storage: This building is not heated.

IV. Energy Reduction Plan

a. Narrative Summary

i. Overview of Goals for Years 1-3

1. EMS installation, weatherization, and a new boiler at the South Grafton Fire Station
2. Lighting retrofits and an EMS upgrade at the Grafton High School
3. Lighting retrofits and weatherization at the Municipal Center
4. Lighting retrofits at the New Police Station
5. Lighting retrofits, an EMS upgrade, weatherization, installation of a VFD, and a new boiler at North Street Elementary
6. Conversion of Town-owned street lights to LEDs

ii. Overview of Goals for Years 4-5

1. Lighting retrofits, EMS installation, and weatherization at the main Fire Station
2. Lighting retrofits, EMS installation, and weatherization at the North Grafton Fire Station
3. Lighting retrofits, an EMS upgrade, and a new boiler at the Grafton Middle School
4. Lighting retrofits, weatherization, and steam trap replacement at the Grafton Public Library
5. Lighting retrofits, an EMS upgrade, weatherization, and a new boiler at Millbury Street Elementary
6. Lighting retrofits, an EMS upgrade, and an AHU upgrade at North Grafton Elementary
7. Weatherization at the Old Police Station
8. Lighting retrofits, weatherization, and a new boiler at South Grafton Elementary

iii. Identify Areas of Least Efficiency / Greatest Waste

According to both MEI and the energy audit, the High School is the most important building to target. In addition, the Middle School, Public Library, and DPW Garage are some of the Town's least efficient buildings.

b. Getting to a 20% Energy Use Reduction Within the 5 Year Period Following the Baseline Year

i. Program Management Plan for Implementation, Monitoring, and Oversight

The Town Administrator will be responsible for oversight of the implementation of this plan. The Grafton Public Schools Director of Buildings & Grounds will oversee the implementation of energy conservation measures in school buildings. The Building Inspector will oversee the implementation of energy conservation measures in any other buildings. The Conservation Assistant will be responsible for the Annual Reporting requirements.

ii. Summary of Energy Audit and Other Sources for Projected Energy Savings

The most frequently recommended measures in the energy audit are: upgrading to LED lighting for both building lighting as well as street lighting, the installation and usage of energy management systems, and weatherization measures. Additional recommendations

include: air handler upgrades, the installation of variable frequency drives, replacement of boilers and steam traps.

The projected energy savings from the audit recommendations, (Table 4 below), will account for about a 17% energy reduction. The Town plans to implement the following general strategies to achieve the additional 3% energy reduction: installation of new windows in the schools, energy efficient upgrades in the upgraded wastewater treatment plant, new DPW building, and new addition to the public library, and replacement of vehicles with electric models. In addition, the Town will encourage best practices among its employees, such as: turning off lights when rooms are unoccupied, turning computers off overnight and on weekends, and implementing fuel efficient driving practices. The Town will also investigate the feasibility of taking ownership of the remaining street lights from National Grid and converting them to LED.

iii. Energy Conservation Measures

Table 4 below shows details for all of the energy conservation measures proposed to reach a 17% energy reduction. The source for projected savings for all measures in Table 4 is the NES 2017 Audit.

Table 4: Energy Conservation Measures Data

ECMs				Status		Energy Data		Financial Data					Reference Data
Category	Building/ Site Name	ECM Name	ECM Type	Status	Status Date (month/ year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs
Buildings	Fire Station 1	Lighting Retrofit	Interior Lighting	Planned	Years 4-5	46,942	0	\$7,041	\$38,815	TBD	TBD	TBD	TBD
Buildings	Fire Station 1	EMS Installation	Building Control	Planned	Years 4-5	15,000	490	\$2,789	\$30,000	TBD	TBD	TBD	TBD
Buildings	Fire Station 1	Air Sealing	Weatherization	Planned	Years 4-5	282	274	\$344	\$6,999	TBD	TBD	TBD	TBD
Buildings	Fire Station 2 (S)	EMS Installation	Building Control	Planned	Years 1-3	0	206	\$227	\$20,000	TBD	TBD	TBD	TBD
Buildings	Fire Station 2 (S)	Air Sealing	Weatherization	Planned	Years 1-3	306	297	\$373	\$5,069	TBD	TBD	TBD	TBD
Buildings	Fire Station 2 (S)	New Boiler	Building Control	Planned	Years 1-3	0	5,000	\$5,500	\$45,000	TBD	TBD	TBD	TBD
Buildings	Fire Station 3 (N)	Lighting Retrofit	Interior Lighting	Planned	Years 4-5	15,401	0	\$2,310	\$5,810	TBD	TBD	TBD	TBD
Buildings	Fire Station 3 (N)	EMS Installation	Building Control	Planned	Years 4-5	0	230	\$253	\$20,000	TBD	TBD	TBD	TBD
Buildings	Fire Station 3 (N)	Air Sealing	Weatherization	Planned	Years 4-5	226	220	\$276	\$3,337	TBD	TBD	TBD	TBD
Buildings	High School	Lighting Retrofit	Interior Lighting	Planned	Years 1-3	392,940	0	\$58,941	\$342,627	TBD	TBD	TBD	TBD
Buildings	High School	EMS Upgrade	Building Control	Planned	Years 1-3	78,000	12,000	\$24,900	\$50,000	TBD	TBD	TBD	TBD
Buildings	Middle School	Lighting Retrofit	Interior Lighting	Planned	Years 4-5	34,386	0	\$5,158	\$27,902	TBD	TBD	TBD	TBD
Buildings	Middle School	EMS Upgrade	Building Control	Planned	Years 4-5	36,500	5,400	\$11,415	\$75,000	TBD	TBD	TBD	TBD
Buildings	Middle School	New Boiler	Building Control	Planned	Years 4-5	0	6,200	\$6,820	\$75,000	TBD	TBD	TBD	TBD
Buildings	Public Library	Lighting Retrofit	Interior Lighting	Planned	Years 4-5	9,121	0	\$1,368	\$4,680	TBD	TBD	TBD	TBD
Buildings	Public Library	Air Sealing	Weatherization	Planned	Years 4-5	118	115	\$144	\$2,064	TBD	TBD	TBD	TBD

ECMs				Status		Energy Data		Financial Data					Reference Data
Category	Building / Site Name	ECM Name	ECM Type	Status	Status Date (month / year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs
Buildings	Public Library	Steam Trap	Building Control	Planned	Years 4-5	0	500	\$550	\$5,000	TBD	TBD	TBD	TBD
Buildings	Millbury Street Elementary	Lighting Retrofit	Interior Lighting	Planned	Years 4-5	21,204	0	\$3,181	\$22,119	TBD	TBD	TBD	TBD
Buildings	Millbury Street Elementary	EMS Upgrade	Building Control	Planned	Years 4-5	10,000	2,300	\$4,030	\$74,000	TBD	TBD	TBD	TBD
Buildings	Millbury Street Elementary	Air Sealing	Weatherization	Planned	Years 4-5	1,348	1,308	\$1,641	\$9,862	TBD	TBD	TBD	TBD
Buildings	Millbury Street Elementary	New Boiler	Building Control	Planned	Years 4-5	0	2,500	\$2,750	\$99,000	TBD	TBD	TBD	TBD
Buildings	Municipal Center	Lighting Retrofit	Interior Lighting	Planned	Years 1-3	120,496	0	\$18,074	\$79,610	TBD	TBD	TBD	TBD
Buildings	Municipal Center	Air Sealing	Weatherization	Planned	Years 1-3	76	74	\$93	\$1,735	TBD	TBD	TBD	TBD
Buildings	New Police Station	Lighting Retrofit	Interior Lighting	Planned	Years 1-3	25,536	0	\$3,830	\$25,165	TBD	TBD	TBD	TBD
Buildings	North Grafton Elementary	Lighting Retrofit	Interior Lighting	Planned	Years 4-5	18,639	0	\$2,796	\$19,584	TBD	TBD	TBD	TBD
Buildings	North Grafton Elementary	EMS Upgrade	Building Control	Planned	Years 4-5	41,000	1,800	\$8,130	\$82,000	TBD	TBD	TBD	TBD
Buildings	North Grafton Elementary	AHU Upgrade	Building Control	Planned	Years 4-5	0	6,100	\$6,710	\$85,000	TBD	TBD	TBD	TBD
Buildings	North Street Elementary	Lighting Retrofit	Interior Lighting	Planned	Years 1-3	9,888	0	\$1,483	\$10,576	TBD	TBD	TBD	TBD
Buildings	North Street Elementary	EMS Upgrade	Building Control	Planned	Years 1-3	40,000	1,200	\$7,320	\$89,000	TBD	TBD	TBD	TBD
Buildings	North Street Elementary	Air Sealing	Weatherization	Planned	Years 1-3	1,007	978	\$1,227	\$8,777	TBD	TBD	TBD	TBD

ECMs				Status		Energy/Data		Financial Data					Reference Data
Category	Building / Site Name	ECM Name	ECM Type	Status	Status Date (month/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs
Buildings	North Street Elementary	VFD	Pump / Motor / Drive	Planned	Years 1-3	16,000	0	\$2,400	\$32,000	TBD	TBD	TBD	TBD
Buildings	North Street Elementary	New Boiler	Building Control	Planned	Years 1-3	0	5,550	\$6,105	\$99,000	TBD	TBD	TBD	TBD
Buildings	Old Police Station	Air Sealing	Weatherization	Planned	Years 4-5	281	273	\$342	\$4,170	TBD	TBD	TBD	TBD
Buildings	South Grafton Elementary	Lighting Retrofit	Interior Lighting	Planned	Years 4-5	22,053	0	\$2,760	\$22,053	TBD	TBD	TBD	TBD
Buildings	South Grafton Elementary	Air Sealing	Weatherization	Planned	Years 4-5	326	326	\$408	\$336	TBD	TBD	TBD	TBD
Buildings	South Grafton Elementary	New Boiler	Building Control	Planned	Years 4-5	3,660	3,660	\$4,575	\$120,000	TBD	TBD	TBD	TBD
Street / Traffic Lights	High Wattage Street Lights	LED Conversion	Exterior Lighting	Planned	Years 1-3	52,731	0	\$7,910	\$61,014	TBD	TBD	TBD	TBD
Street / Traffic Lights	50W Street Lights & Floods	LED Conversion	Exterior Lighting	Planned	Years 1-3	89,720	0	\$13,458	\$187,568	TBD	TBD	TBD	TBD
Street / Traffic Lights	Underground Fed Street Lights	LED Conversion	Exterior Lighting	Planned	Years 1-3	22,307	0	\$3,346	\$43,248	TBD	TBD	TBD	TBD
					TOTAL Projected Savings	1,125,494	57,001	230,978	1,933,120	0	0	0	
				9,540		3840,185528	5700.1						
			TOTAL MMBtu SAVINGS										

c. Summary of Long-Term Energy Reduction Goals – Beyond 5 Years

- i. Municipal Buildings (including schools)** – The Town will continue to incorporate energy efficiency improvements whenever practicable, with a focus on inefficient buildings flagged in MEI’s “Buildings to Target” report.
- ii. Vehicles (including schools)** – The Town will continue to replace older vehicles with fuel efficient models, with a focus on electric models whenever practicable. In addition, the Town will investigate the feasibility of purchasing “Stealth Power” idle-reducing technology units for the police cruisers.
- iii. Street and Traffic Lighting** – The Town will ensure that any new lights utilize the best available technology.
- iv. Perpetuating Energy Efficiency** – The Town has prioritized the projects proposed from the energy audit so that those completed during years 1-3 can help fund those proposed for years 4-5 and beyond.

V. On Site Renewable Energy Projects & Renewable Energy

The Town of Grafton plans to explore the feasibility of installing a solar array, potentially on the roof of the Municipal Center.

VI. List of Resources

Northern Energy Services – Town of Grafton Preliminary Energy Efficiency Audit Report & Findings
– October 6, 2017 – 99 pages



COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

APPLICATION FOR LICENSE

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto: **(FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):**

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

11/5/17
Date(s) for one day events

37 WHEELER ROAD N. GRAFTON
Location

To the Honorable Board of Selectmen; Town of Grafton, Massachusetts

I hereby respectfully submit an application(s) for a license as indicated by (X), for which the fee is enclosed.

- | | |
|---|---|
| <input type="checkbox"/> Garage Class _____ (\$100) | <input type="checkbox"/> Music/entertainment (\$10) |
| <input type="checkbox"/> Hawkers/Peddler (\$25.00) | <input type="checkbox"/> Common Victuallers (\$25) |
| <input type="checkbox"/> Pool Room, 1 table(s) at (\$25) each | <input type="checkbox"/> Innholders (\$25) |
| <input type="checkbox"/> Bowling, _____ alleys at (\$25) each | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) ** |
| <input type="checkbox"/> Auctioneer (\$25) | <input type="checkbox"/> One Day All Alcoholic (\$25) |
| <input type="checkbox"/> One Day Auctioneer (\$10) | <input type="checkbox"/> Second Hand Articles (\$40) |
| <input type="checkbox"/> Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | |

Business Name: COMMUNITY HARVEST PROJECT

License Holders Name/Title: CORDELIA LYON

Business Address: 37 WHEELER ROAD N. GRAFTON, MA 01536

Residential Address: 186 Crescent St Stow, MA 01775

Phone Number & Email Address: 714-545-5409 CORDELIA@COMMUNITY-HARVEST.ORG

PLEASE COMPLETE THE REVERSE SIDE
Incomplete applications will not be processed

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

CORDelia LYON Community HARVEST PROJECT

(Print) Name (of individual or Corporation as applicable)

37 WHEELER ROAD

Street Address

NORTH GRAFTON MA 01536

City/Town

State

Zip Code



* Signature of Individual or
Corporate Name (mandatory)

Re: Corporate Officer
(mandatory, if applicable)

Social Security Number (voluntary) or
Federal Identification Number

043424018

This license will not be issued unless this certification clause is signed by the applicant.

Your Social Security/Fed ID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date:

10/11/17



Community Harvest Project 2017 Harvest Home Festival & 5K

Organization Information

Community Harvest Project (CHP) is a 501(c)3 non-profit organization with a mission of building a healthy and engaged community through volunteer farming and nutrition education. CHP is dedicated to providing fresh fruits and vegetables to individuals and families experiencing hunger and food insecurity in Massachusetts. In 2016, CHP hosted over 10,000 community members who dedicated approximately 30,000 volunteer hours at our farms in Grafton, MA and Harvard, MA. Together, we grew and donated over 220,000 pounds of fresh local produce to partner agencies including the Worcester County Food Bank's hunger relief network, Community Servings, Hector Reyes House, Grafton Food Pantry, Boston Area Gleaners, Jeremiah's Inn, and more. The food we grew provided over 950,000 servings of fresh fruits and vegetables for individuals and families who may otherwise not have access.

Harvest Home Festival & 5K Event Details

The Harvest Home Festival & 5K is Community Harvest Project's largest event, consisting of both a 5K trail race and a festival. This event brings the community together at the farm in celebration of the harvest, while raising awareness of our work and raising funds to support our mission. This year's event will be held on Sunday, November 5, 2017. We anticipate 2,000 attendees at the festival and 350 participants in the 5K trail race.

The day begins with our 5K trail run and 1 mile walk on the beautiful Grafton Land Trust trails. This portion of the event makes a connection with our mission of building a healthy and engaged community. Community members of all ages are encouraged to participate in the race so we also offer a 1 mile walk option and a kids fun run. After the 5K finishes, participants and other community members are invited to enjoy the rest of the day at our Harvest Home Festival just across the street.

The Harvest Home Festival is geared towards both families and individuals of all ages. With great live music, local food trucks and delicious craft beer, the event truly has something for everyone. The event features a pumpkin catapult competition, apple cannons, kids crafts and bounce houses. New this year is a bonfire in the picnic grove with hay bale seating and 's'mores for roasting! Our Harvest Home Festival is how we celebrate the bountiful season and ensure support for the upcoming year.



*Join Community Harvest Project for
our annual Harvest Home Festival & 5K fundraiser
to celebrate our 2017 harvest!*

Sunday, November 5th

5K Trail Run: 10:30am

Festival: 11am - 3pm

37 Wheeler Road, North Grafton

**A FUNDRAISER FOR
COMMUNITY HARVEST PROJECT**

5K Trail Run

Live Music • Entertainment

Food Trucks • Local Beer

Hay Wagon Rides

Pumpkin Catapults

Apple Cannons • Kids Crafts

Bounce Houses

Bake Sale • Raffle

HARVEST HOME FESTIVAL & 5K

5K 10:30am
(registration begins at 9am)

All 5K participants receive free
admission to the Harvest Home Festival!

Festival 11am - 3pm

\$10 admission, 5K participants and 5 & under free
\$30 family cap

All kids activities FREE

Sunday, November 5th *rain or shine*
37 Wheeler Road, North Grafton, MA 01536
www.community-harvest.org/events

Generously Sponsored By:



**Leominster
Credit Union**

TD Bank

**Country Bank
for Savings**

BCBS of Massachusetts

Lampin Corporation

Community Harvest Project, a 501(c)3 organization, is dedicated to improving access to fresh fruits and vegetables for those who need them most. Our mission is to create healthy and engaged communities through volunteer farming and nutrition education.

About TIPS	➤
FAQs	➤
TIPS News and Info	➤
State Regulations	➤
Choosing A Program	
Industry Resources	➤
Contact TIPS	

Check Certification Records

This function allows you to lookup any individual trained by either the participation number assigned, or by their last name and the last four digits of their Social Security Number. This function is used to verify the certification status of a job applicant.

To proceed, please enter either the Personal Identification details or the Student identification details, and click the button labeled **Look Up this Individual**.

Student Identification

Please enter the participation #:

or

Personal Identification

Please enter a last name:

..and the last 4-digits of their Social Security Number:

Look Up this Individual

FOUND RESULTS: Claudia Frazer, in Worcester MA USA
Certifications

Course Name	First Trained Date	Last Score	Last Expiration Date	Certification #
eTIPS On Premise 3.0	10/10/2017	81%	10/10/2020	4646513

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.0
For coursework completed on October 10, 2017
provided by Health Communications, Inc.
is hereby granted to:

Claudia Frazer

Certification to be sent to:

**Community Harvest Project
51 Hollywood St
Worcester MA, 01610-1346 USA**



HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

APPLICATION FOR LICENSE

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto: (FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

VFW Post 1497 - Stanley R. Stopyra - Commander

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

11/11/17
Date(s) for one day events

VFW Post 1497
Location

To the Honorable Board of Selectmen; Town of Grafton, Massachusetts

I hereby respectfully submit an application(s) for a license as indicated by (X), for which the fee is enclosed.

- | | | | |
|-----|--|-------------------------------------|------------------------------|
| () | Garage Class _____ (\$100) | () | Music (\$10) |
| () | Hawkers/Peddler (\$25.00) | () | Common Victuallers (\$25) |
| () | Pool Room, 1 table(s) at (\$25) each | () | Innholders (\$25) |
| () | Bowling, _____ alleys at (\$25) each | <input checked="" type="checkbox"/> | One Day Beer & Wine (\$25) |
| () | Auctioneer (\$25) | () | One Day All Alcoholic (\$25) |
| () | One Day Auctioneer (\$10) | () | Second Hand Articles (\$40) |
| () | Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | | |

Post
Business Name: VFW Post 1497

License Holders Name/Title: Stanley R. Stopyra / Commander of VFW Post 1497

Post
Business Address: 25 Main Street, South Grafton, MA 01560

Residential Address: _____

Phone Number & Email Address: 508-579-5397 - hutch@verizon.net

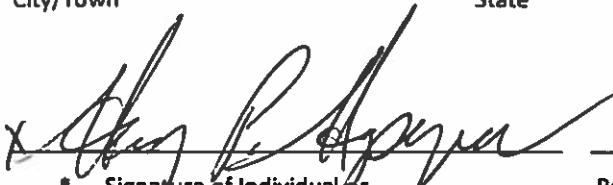
PLEASE COMPLETE THE REVERSE SIDE
Incomplete applications will not be processed

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

VFW Post 1497 - Stanley R. Shopura - Commander
(Print) Name (of individual or Corporation as applicable)

25 Main Street
Street Address

South Grafton MA 01560
City/Town State Zip Code


* Signature of Individual or Corporate Name (mandatory) Re: Corporate Officer (mandatory, if applicable)

Social Security No. (voluntary) or Federal Identification Number Fed ID # 046126 885

This license will not be issued unless this certification clause is signed by the applicant.

Your Social Security/Fed ID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: X 10/17/17

cji/TPM

Flag Retirement
Publitz Limited



COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

APPLICATION FOR LICENSE

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto: (FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

VFW Post 1497 - Stanley R. Stopyra - Commander

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

11/18/17
Date(s) for one day events

VFW Post 1497
Location

To the Honorable Board of Selectmen; Town of Grafton, Massachusetts

I hereby respectfully submit an application(s) for a license as indicated by (X), for which the fee is enclosed.

- | | |
|--|--|
| () Garage Class _____ (\$100) | () Music (\$10) |
| () Hawkers/Peddler (\$25.00) | () Common Victuallers (\$25) |
| () Pool Room, 1 table(s) at (\$25) each | () Innholders (\$25) |
| () Bowling, _____ alleys at (\$25) each | <input checked="" type="checkbox"/> One Day Beer & Wine (\$25) |
| () Auctioneer (\$25) | () One Day All Alcoholic (\$25) |
| () One Day Auctioneer (\$10) | () Second Hand Articles (\$40) |
| () Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | |

Post
Business Name: VFW Post 1497

License Holders Name/Title: Stanley R. Stopyra / Commander of VFW Post 1497

Post
Business Address: 25 Main Street, South Grafton, MA 01560

Residential Address: _____

Phone Number & Email Address: 508-579-5397 - hutchera@verizon.net

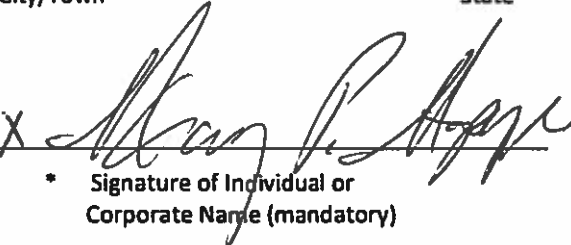
PLEASE COMPLETE THE REVERSE SIDE
Incomplete applications will not be processed

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

VFW Post 1497 - Stanley R. Stopyra - Commander
(Print) Name (of individual or Corporation as applicable)

25 Main Street
Street Address

South Grafton MA 01560
City/Town State Zip Code

X 
* Signature of Individual or Corporate Name (mandatory) Re: Corporate Officer (mandatory, if applicable)

Social Security No. (voluntary) or Federal Identification Number Fed ID # 046126885

This license will not be issued unless this certification clause is signed by the applicant.

Your Social Security/Fed ID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date: X 10/17/2017

cji/TPM

H.S. Scholarship
Award
Tax Sold.



**OFFICE OF THE
TOWN ADMINISTRATOR**

30 Providence Road
Grafton, MA 01519
(508) 839-5335

Town Administrator: *Timothy P. McInerney*
mcinerneyt@grafton-ma.gov
www.grafton-ma.gov

TO: Board of Selectmen
RE: Owner's Project Manager/Clerk of the Works
DATE: October 16, 2017

As we discussed at our September 19th meeting I am recommending we hire an Owner's Project Manager/Clerk of the Works as in-house staff as opposed to contracting out for this service.

We will do a 3-year contract with an employee modeled on our existing Town Administrator contract. The contract will be for \$120,000 annually but the cost will be split between two contracts for accounting purposes.

My rationale is that we know the DPW building is a simple project yet the current cost of the OPM contract at \$367,000 does not provide daily onsite oversight during construction. The Library project will be more complex and need more time. The Request for Qualifications that we wrote, are the same for DPW and Library projects.

When we apply the funding needed for DPW OPM to the Library, that cost is \$610,000 and for good reason. The project is more complex. The combined total for these contracts are \$978,000. I want to hire Andy Deschenes with a 3-year contract at \$120,000 annually to serve as Owner's Project Manager/Clerk of the Works for both projects.

\$978,000
\$360,000
\$618,000 savings

Having Andy under an employee contract will give me and both Committees greater oversight on the projects while saving \$618,000. These savings can be used in two ways;

1. To help offset unforeseen costs
2. Save taxpayers approximately \$90 over the life of the projects.

I look forward to discussing this and I hope I have your support.

**EMPLOYMENT AGREEMENT
BETWEEN
TOWN OF GRAFTON
AND
OWNER'S PROJECT MANAGER/CLERK OF THE WORKS**

THIS AGREEMENT, made and entered into this _____ day of October, 2017, by and between the Town of Grafton, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the "Town," acting by and through its Board of Selectmen, hereinafter called "Board" and Andrew Deschenes, hereinafter called "Owner's Project Manager(OPM)/Clerk of the Works", as follows:

Section I: Functions and Duties of the OPM/Clerk of the Works

The Town hereby offers to employ said Andrew Deschenes as OPM/Clerk of the Works of said Town, and the OPM/Clerk of the Works accepts said offer. The OPM/Clerk of the Works shall work under the direction of the Town Administrator. The OPM/Clerk of the Works shall perform the duties specified below and such other duties as the Town Administrator shall from time to time assign to him. The OPM/Clerk of the Works shall perform his duties in a professional and competent manner.

- Assist with programming activities during the design process.
- Monitor the overall project budget, and work with the Town to control costs; make recommendations to the Town and Committees concerning potential increases or decreases to the budget, including evaluation of alternatives.
- Work cooperatively and in concert with the Architect, and design team to achieve the best building for the Town within the available funding and within the allotted time frame.
- Monitor the overall project budget, and work to control costs; make recommendations concerning potential increases or decreases to the budget, including evaluation of alternatives.
- Review the designer's work for efficiency, cost effectiveness and clarity for bidders. Work with the Architect to resolve concerns.
- Initiate or evaluate value engineering proposals during design phase.
- Provide constructability and coordination review during the preparation of drawings.
- Take the lead role in directing the cost estimating (and re-estimating) process at specific milestones during Design Development and Construction Documents phases. Include the development of the overall project budget with the Architect.
- Review all invoices.
- In consultation with the designer, participate in the bidding process to ensure compliance with bidding requirements and encourage bidder participation.
- Prepare and maintain a Project Master Schedule, and a preliminary construction schedule.
- Develop and implement a quality control program to be followed during construction.
- Under Chapter 149, coordinate activities including prequalification of contractors, development of a contractor bid list, review of contractor bids and final selection. Also work with the architect to manage the subcontractor bid review and procurement process. Review the plans and specifications to ensure that the work is clearly described and broken down in accordance with the requirements of Chapter 149 sections 44A-44M.

- In a CM at risk process, assist the LPBC in choosing a CM, followed by negotiation of the Guaranteed Maximum Price (GMP).
- Keep the Town Administrator, Board of Selectmen, and various Committees up to date with monthly progress reports.
- Ensure that all required permits are secured.
- Monitor progress of construction on a daily basis, including attendance at all construction Project Meetings.
- Provide oversight and coordination, as necessary, of the construction submittal process to ensure compliance with project requirements.
- Provide oversight of the Request for Information (RFI) process and take action to resolve issues when possible.
- Manage change order process for maximum effectiveness while minimizing delay and costs.
- Work with neighbors to provide advance notice of disruptive operations.
- Review the contractor's schedule on a regular basis for accuracy and compliance with promised milestones, and advise the contractor, designer and the Town regarding any concerns with the progress of construction.
- Work with Town Inspectors to facilitate their visits and review of the construction site.
- Monitor the architect's involvement and performance of construction-related issues.
- Working with the architect, review payment requisitions from the contractor for accuracy and make recommendations as to payment.
- Review invoices from the architect and report on accuracy to the Town to ensure prompt review and processing of applications for payment.
- Monitor quality of construction at all times, using any pre-established quality control procedures.
- Ensure that appropriate "as-built" drawings are being created and maintained, and that the contractor is properly recording and retaining all required manuals, samples, cut sheets, etc., related to the quality and nature of the construction in progress on the job site.
- In general, facilitate communication and problem-solving between all team members. Promote a collaborative rather than adversarial relationship between all parties.
- Prepare a monthly report summarizing the progress of design and construction of the project, highlighting important events and raising pending issues that must be addressed.
- Attend various nightly meetings of the Building Committees and Board of Selectmen as requested.
- Maintain a complete project file, including, but not limited to correspondence, daily and monthly reports, payment records, schedules, and files on particular issues as they arise.
- Coordinate the work activities of any Owner contractors that need to perform work prior to Substantial Completion.
- Assist the architect, and the Town Administrator in the preparation of final project punch lists, and facilitate their timely completion.
- In consultation with the architect, advise the Town on the timing of the approval of the Contractor's notice of final completion.
- Assist staff in the planning and implementation of all moving activities.
- Review all warranty documents, as-built plans and manuals to ensure compliance with the design requirements.

- Ensure that all building commissioning and turnover is completed properly and all applicable town officials, including town administrator, and facilities manager are completely informed about the ongoing operation and repair of building systems and equipment.
- Make sure that the Town receives a complete list of all Subcontractors and Suppliers and the applicable warranties and certificates of warranty of both.
- Coordinate activities of Owners contractors performing work on the site following substantial completion including such work areas as furniture, equipment and shelving installation, AV and Computer equipment, etc.
- At all times during the project, the OPM will keep the Town Administrator and other town officials informed of all aspects of the project, at an appropriate level of detail to allow decision makers to understand their responsibilities and options.
- Prepare a monthly report summarizing the recent progress on the project, highlighting milestones achieved, and raising pending issues to be addressed. Specifically, issues that affect the budget. The report will include a regularly updated Master Project Schedule that incorporates the construction schedule.
- Assist the Town and the architect in the selection and acquisition of Furniture, Fixtures and Equipment (FF&E) that will be installed during (or after) the final stages of construction. Work with the LPBC to develop an inventory of required FF&E, and create a timeline and monitoring system so that all necessary items will be procured and installed and operational by opening day of the new facility.
- Assist the Town in procuring any non-construction related services, consultants or materials required on the project.
- Maintain complete project files of any and all paperwork, both important and routine.

Section II: Term

This Agreement shall become effective October _____, 2017 and shall be in full force and effect until October _____, 2020. The Agreement shall be for a term of three (3) years and shall be binding on the Town in each year of its duration.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Town to terminate the employment and services of the OPM/Clerk of the Works at any time, and for any reason, subject to the provisions set forth in Section III of this Agreement.

Section III: Termination and Severance Pay

The Town Administrator may terminate the OPM/Clerk of the Works in accordance with Article 20, Section 4-16 of the Town of Grafton Bylaws.

In the event the OPM/Clerk of the Works voluntarily terminates his position with the Town before the expiration of the term of this Agreement, the OPM/Clerk of the Works shall give the Town two (2) month's written notice in advance, unless the parties agree otherwise.

Section IV: Salary

The Town agrees to pay the OPM/Clerk of the Works for services rendered under this Agreement an annual base salary of \$120,000, subject to applicable withholdings and deductions, effective October ____, 2017 and continuing through October ____, 2020; upon satisfactory performance appraisal by the Town Administrator an annual increase shall be given up to 3.5% of base salary, subject to applicable

withholdings and deductions. Said salary shall be payable in installments at the same time as other employees of the Town are paid.

Section V: OPM/Clerk of the Works Evaluation

The Town Administrator shall review and evaluate the OPM/Clerk of the Works every year from the date of appointment. Said review and evaluation shall follow the same process and timeline as reviews for all other town employees.

Section VI: Hours of Work

The OPM/Clerk of the Works will devote full time and attention to the business of the Town and will not engage in any other business during office hours, except with the approval of the Town Administrator.

Section VII: Health Insurance, Vacation, Holidays, Sick Leave, Funeral Leave, Jury Duty and Disability Insurance

Health Insurance: The Town shall provide the OPM/Clerk of the Works a health insurance policy similar to other non-bargaining unit Town employees. The Town's contribution toward such health insurance policy shall be the same as that made to other non-union Town employees in a similar plan. The Town's contribution towards health insurance during retirement shall be the same as that made to other non-union employees in a similar plan.

Life Insurance: The Town's contribution toward an M.G.L. Chapter 32B life insurance policy shall be the same as that made to other non-union Town employees in a similar plan.

Vacation: The OPM/Clerk of the Works shall be entitled to three (3) weeks paid vacation during each of the first and second years of this Agreement, and four (4) weeks paid vacation during the third year of this Agreement. A week shall be defined as five (5) working days. Unused vacation days may be carried over from one contract year to another up to a maximum of ten (10) days. No cash payments will be made in lieu of unused vacation time that exceeds the ten (10) days allowed to be carried over. Unused vacation time shall be paid in full to the OPM/Clerk of the Works upon termination.

Sick Leave: The OPM/Clerk of the Works shall accrue sick leave benefits equal to those made to town personal by-law employees.

Vacation and Sick Leave Carry Over: Any unused vacation or sick leave remaining at the expiration of this Agreement shall carry over (up to the maximum defined in the personnel by-laws) and be credited to the OPM/Clerk of the Works if this Agreement is extended, except that only a maximum of ten (10) vacation days may be carried over.

Holidays: The OPM/Clerk of the Works shall receive the following holidays provided by Town policy for non-bargaining unit employees: New Years Day, Labor Day, Martin Luther King Day, Columbus Day, Presidents Day, Veterans Day (observed), Patriots Day, Thanksgiving, Memorial Day, Day After Thanksgiving, Independence Day, Christmas.

Bereavement Leave: The OPM/Clerk of the Works will be allowed bereavement leave under Article 20, Section 4-8 of the Town of Grafton Bylaws.

Jury Duty Leave: The OPM/Clerk of the Works will be allowed jury duty leave under Article 20, Section 4-9 of the Town of Grafton Bylaws.

Personal Leave: The OPM/Clerk of the Works will be allowed personal leave under Article 20, Section 4-15 of the Town of Grafton Bylaws.

Indemnification:

The Town shall defend, save harmless and indemnify the OPM/Clerk of the Works against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of his duties as OPM/Clerk of the Works, even if said claim has been made following his termination from employment, provided that the OPM/Clerk of the Works acted within the scope of his official duties and in good faith, and further provided that such alleged act or omission shall not constitute gross negligence or a wrongful intentional act. The Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise and settle any such claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the OPM/Clerk of the Works.

Other Terms and Conditions of Employment:

All provisions of law of the Commonwealth of Massachusetts relating to retirement, health insurance and other fringe benefits shall apply to the OPM/Clerk of the Works as they generally apply to other non-bargaining unit employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of the OPM/Clerk of the Works, except as otherwise provided in this Agreement.

All other general provisions of the Town's By-Laws relating to fringe benefits shall also apply to the Town Administrator as they apply to other employees of the Town, in addition to the benefits enumerated specifically for the benefit of the OPM/Clerk of the Works, except as otherwise provided in this Agreement.

This Agreement shall prevail over any conflicting personnel provisions of the Town By-Laws or Rules and Regulations.

No Reduction in Benefits:

The Town shall not at any time during the term of the Agreement reduce the salary, compensation or other benefits of the OPM/Clerk of the Works, except to the degree such a reduction is across the board for all other non-union employees of the Town.

General Provisions:

The text herein shall constitute the entire Agreement between the parties.

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the OPM/Clerk of the Works.

If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

For the purposes of the Fair Labor Standards Act, the OPM/Clerk of the Works shall be an “exempt employee.”

IN WITNESS WHEREOF, the Town of Grafton, Massachusetts, has caused this Agreement to be signed and executed in its behalf by its Board of Selectmen and duly attested by its Town Clerk, and the Town Administrator has signed and executed this Agreement, both in duplicate.

The Town of Grafton by:

The Contractor by:

Bruce Spinney III
Chairman, Board of Selectmen

Date

Andrew Deschenes
OPM/Clerk of the Works

Date

Certified as to Form:

Town Counsel

Date

Certified as to
Appropriation/Availability of Funds:

Town Accountant

Date

TAX AGREEMENT FOR REAL PROPERTY AND PERSONAL PROPERTY TAXES

THIS TAX AGREEMENT FOR REAL PROPERTY AND PERSONAL PROPERTY TAXES ("Tax Agreement") is made and entered into as of _____ by and between CEC Solar #1056 LLC, a Colorado limited liability company, ("Developer"), and the Town of Grafton ("Town"). Developer and the Town are collectively referred to in this Tax Agreement as the "Parties" and are individually referred to as a "Party."

WHEREAS, Developer plans to build, own and operate a photovoltaic facility (the "Project") with an estimated nameplate capacity of approximately 1,319 megawatts-dc ("MW"), on a parcel of land located at 207 Providence Road., Grafton, MA 01519, as shown in Exhibit A (the "Real Property"); on property owned by Mrs. Karen Kell ("Property Owner"); and

WHEREAS, Developer has a 25 year lease agreement with the Property Owner, Mrs. Karen Kell. ;

WHEREAS, it is the intention of the Parties that Developer make annual real and personal property tax payments to the Town for the term of this Tax Agreement, as permitted by and in accordance with General Laws Chapter 59, §38H;

WHEREAS, because both Developer and the Town benefit from an accurate projection of their respective expenses and revenues with respect to the real and personal property that is taxable under law, the Parties believe that it is in their mutual best interests to enter into this Agreement fixing the payment schedule with respect to all taxable real and personal property of the Project for the term of the Agreement; and

NOW THEREFORE, in exchange for the mutual commitments and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. Term. The term of this Tax Agreement shall commence upon the date first appearing and shall continue for twenty five (25) years from the date the Project reaches commercial operation ("COD") unless earlier terminated as described herein.
2. Payment of Real and Personal Property Taxes. Beginning on the first February 15 after the COD (such date as Developer shall communicate to the Town via written notice) expected to be no later than _____, and on each February 15 thereafter, Developer agrees to make annual payments to the Town for real and personal property taxes in a fixed amount of \$20,000 (such amount hereinafter referred to as the "Payment") for the term of this Agreement as set forth in the attached Schedule A. The Payment amount and Payment due date will be noted on a bill. The bill will be issued by the Town to the Developer at least thirty (30) days prior to the due date. Each payment shall be for the entire fiscal year in which it falls.
3. Developer agrees that the Payment under this Agreement will not be reduced on account of a depreciation factor, revaluation or reduction in the Town's tax rate, which factors have been anticipated and are reflected in the Annual Payments set forth in Schedule A. The Town agrees that the Payment

under this Agreement will not be increased on account a revaluation or increase in the Town's tax rate, which factors have been anticipated and are reflected in the Annual Payments set forth in Schedule A.

4. Notwithstanding anything to the contrary in this Agreement, in the event Developer's land use interest in the Property is discontinued before expiration of the term of this Agreement, whether by way of the expiration or termination of the lease between the Developer and Property Owner or otherwise, and Developer does not then assign this Agreement to a successor in interest as set forth herein, then this Agreement shall also terminate upon the Town's receipt of written notice of the date of such discontinuance, and the Town shall proceed to assess taxes for the Project under applicable laws and regulations as if this Agreement never existed. Developer shall immediately notify the Town in writing in the event of such discontinuance of its leasehold interest, failing which Developer, and shall remain responsible for all payments due under this Agreement until such notice is provided. Developer has the unilateral right to terminate this Agreement if the Project ceases to exist or is substantially damaged as a result of a casualty, upon a minimum of 30 days notice to the Town of such termination. Upon such termination, Developer shall make any payment then due and payable to the Town under this Agreement.

5. Payment Collection. The provisions of General Laws Chapter 60 and other applicable law will govern the collection of any payments provided for in this Agreement.

6. Tax Status. Except as set forth herein, the Town agrees that during the term of this Tax Agreement, the Town will not otherwise assess Developer for any real estate and personal property taxes with respect to the Project or the Property, and the Town agrees that this Agreement will exclusively govern the payments of all ad valorem real estate and personal property taxes that Developer will be obligated to make to the Town with respect to the Project and the Property, provided, however, that this Agreement is not intended to affect, and will not preclude, other assessments of general applicability by the Town for excise taxes on vehicles due pursuant to General Laws Chapter 60A and for services provided by the Town to the Project, including but not limited to water and sewer services. The Town agrees that no real or personal property taxes will be due from or assessed to Developer with regard to the Property or the associated real or personal property other than the payments described in this Tax Agreement.

7. Successors and Assigns. This Agreement will be binding upon all successors, assigns, lessees, transferees, and purchasers of Developer, and the obligations created hereunder will run with the Project. Developer, or any successors to or assigns of its interest in this Agreement, shall have the right to assign this Agreement to any bona fide purchaser of the Project, transferee, or assignee of this Agreement, with the prior written notification to and consent of the Town, such consent not to be unreasonably withheld, delayed or conditioned; provided, however, that (i) Developer, or any successor to or assigns of its interests in this Agreement, may make any direct or collateral assignment of this Agreement to any affiliate or a Lender without receiving the prior written consent of the Town, and (ii) a change in control or ownership of Developer or any successors to or assigns of its interest in this Agreement shall not require the prior written consent of the Town. Except as provided in (i) and (ii) of this Section 7, in connection with the requesting the foregoing required consent, Developer, or any successors to or assigns of its interest in this Agreement, shall evidence to the Town that said purchaser, transferee or assignee has the financial, managerial, and technical capacity to construct and operate the Project and perform the obligations of this Agreement. All covenants, agreements, terms and conditions contained in this Agreement shall apply to and be binding upon the parties, their assigns and successors. Should this Agreement be assigned, sold or transferred, Developer, or any successors to or assigns of its interest in this Agreement, shall provide written notice to the Town of such sale, transfer, or assignment.

A Notice of Assignment of this Agreement will be recorded by Developer or Assign in the Worcester Registry of Deeds forthwith and proof of recording shall be provided to the Town within 14 days of the recording.

8. Statement of Good Faith. The Parties agree that the payment obligations established by this Agreement were negotiated in good faith in recognition of and with due consideration of the full and fair cash value of the Project in accordance with Chapter 59, §38H. The Parties further acknowledge that this Tax Agreement is fair and mutually beneficial to them because it reduces the likelihood of future disputes over real and personal property taxes, establishes tax and economic stability at a time of continuing transition and economic uncertainty in Massachusetts and the region, and fixes and maintains mutually acceptable, reasonable and accurate tax payments for the Project that are appropriate and serve their respective interests.

9. Additional Documentation and Actions. Each Party will, from time to time hereafter, execute and deliver or cause to be executed and delivered, such additional instruments, certificates and documents, and take all such actions, as the other Party reasonably requests for the purpose of implementing or effectuating the provisions of this Agreement and, upon the exercise by a Party of any power, right, privilege or remedy pursuant to this Agreement that requires any consent, approval, registration, qualification or authorization of any third party, each Party will execute and deliver all applications, certifications, instruments and other documents and papers that the exercising Party may be so required to obtain.

10. Invalidity. If, for any reason, including a change in applicable law, it is ever determined upon judicial review that this Agreement is invalid, then this Agreement shall terminate as of the date of such determination, and the Property and Project will thereafter be assessed and taxed thereafter, if at all, as though this Agreement does not exist. The Parties will cooperate with each other and use reasonable efforts to defend against and contest any challenge to this Agreement by a third party.

11. Notices. All notices, consents, requests, or other communications provided for or permitted to be given hereunder by a Party must be in writing and will be deemed to have been properly given or served upon the personal delivery thereof, via courier delivery service or otherwise. Such notices shall be addressed or delivered to the Parties at their respective addresses shown below.

To Developer:

CEC Solar # 1056361 Centennial Parkway, 3rd Floor Louisville, CO 80027 Attn: Thomas Sweeney, President

To Town:

Office of the Town Administrator
Grafton Memorial Municipal Center
30 Providence Road
Grafton, MA 01519
Attn: Timothy McInerney, Town Administrator
Tel: 1-508-839-5335, ext. 1180

Any such addresses for the giving of notices may be changed by either Party by giving written notice as provided above to the other Party.

12. Applicable Law. This Agreement is made and shall be interpreted in accordance with the laws of the Commonwealth of Massachusetts. Developer and the Town each consent to the jurisdiction of the Massachusetts courts or other applicable agencies of the Commonwealth of Massachusetts regarding any and all matters, including interpretation or enforcement of this Agreement or any of its provisions.

13. Good Faith. The Town and Developer shall act in good faith to carry out and implement this Agreement.

14. Adjustments to Payment. The Developer and Town both recognize that there is the possibility during the term of this Agreement that all or a portion of the Property or Project may be damaged or destroyed or otherwise rendered unusable. In such event during the term of this Tax Agreement, the Developer shall be entitled to an equitable reduction in Payments due under this Agreement, calculated on the basis of the cost of personal property lost or removed from operation. The Developer and the Town also recognize that Developer may invest in additional equipment in order to increase the capacity of the Project during the term of the Agreement. In such event, the Payment shall be increased as of the next fiscal year after such additional equipment is placed into service, on the basis of the actual cost of the improvement, multiplied by the then property tax rate per \$1,000, adjusted over time to reflect customary depreciation.

15. Conditions Precedent. The obligations of each Party under this Agreement are conditioned on (a) approval of this Agreement at a Town Meeting of the Town, and (b) the Town promptly thereafter submitting this Agreement to the Massachusetts Department of Revenue ("DOR") and DOR having no objection within thirty (30) days of such filing.

16. This Agreement is the full, final and complete expression of the Parties' agreement with respect to personal and real property taxes for the Project over the term. Except for the terms expressly set forth herein, this Agreement shall not be construed to substitute for, or supercede, any requirement of the Developer (or its agents or assigns), from full compliance with all rules, regulations and requirements governing the development, construction or operation of the Project, including, but not limited to, the Grafton Zoning Bylaw, State Building Code and all other municipal, state and federal laws and regulations.

17. Inventory. Within (3) months after COD, the Parties will agree on a mutually acceptable inventory of personal property incorporated into the Project as of the COD (the "Inventory"). The Inventory will itemize and indicate the current value of all personal property subject to taxation. Developer will then submit an updated inventory report on or before March 1 based on the status of inventory on January 1 annually to the Town, only in years where there have been changes to the Inventory of the prior year. The Town, its officers, employees, consultants and attorneys will have the right to periodically inspect the Project on reasonable prior notice to Developer, subject to the Town agreeing to comply with all Developer safety requirements, and to review documents in the possession of Developer that relate to the inventoried property for the purpose of verifying the Developer has accurately updated the Inventory.

18. Bankruptcy and Default

- a. In the event that the Developer or its successors and assigns to this Agreement files for bankruptcy protection and this Agreement is subsequently rejected, this Agreement shall become null and void and any taxes accrued for the Project from the Date of this Agreement shall be calculated in accordance with the Massachusetts General Laws and not calculated or governed by this Agreement; provided, however, the Developer or its successors and assigns in this Agreement shall receive a credit against any recalculation of taxes accrued for the Project for all Quarterly Payments, or portions thereof, received by the Town.

- b. In the event that the Developer shall (i) Default hereunder, or (ii) default under its 20 year land use agreement such that the land use agreement is terminated, then this Agreement shall become null and void and any taxes accrued for the Project from the Date of this Agreement shall be calculated in accordance with the Massachusetts General Laws and not calculated or governed by this Agreement; provided, however, that the Developer or its successors and assigns in this Agreement shall receive a credit against any recalculation of taxes accrued for the Project for all payment or portions thereof, received by the Town.
- c. The term "*Default*" hereunder shall mean that (i) the Developer or its successors and assigns do not make a payment in accordance with the terms set forth in Schedule A and such failure to pay is not remedied within thirty (30) days after receipt of written notice thereof from the Town of such failure to pay, or (ii) that any Party hereto fails to perform or comply with any material covenant or agreement set forth in this Agreement and such failure continues for a period of thirty (30) days after receipt of written notice thereof from the other Party; provided, however, if the defaulting Party proceeds with due diligence during such thirty (30) day period to cure such breach and is unable by reason of the nature of the work involved using commercially reasonable efforts to cure the same within the said thirty (30) days, the defaulting Party's time to do so shall be extended by the time reasonably necessary to cure the same; provided further, that such extended time shall in no event be longer than ninety (90) days.

Executed under seal by the undersigned as of the day and year first written above, each of whom represents that it is fully and duly authorized to act on behalf of and bind its principals/residents

TOWN OF GRAFTON, MASSACHUSETTS

Board of Selectmen

CEC Solar # 1056_____

Thomas Sweeney
President

EXHIBIT A

Description of Property

INSERT TWO SITE PLANS HERE

Schedule A

Fiscal Year	Payment Amount
2019	\$20,000
2020	\$20,000
2021	\$20,000
2022	\$20,000
2023	\$20,000
2024	\$20,000
2025	\$20,000
2026	\$20,000
2027	\$20,000
2028	\$20,000
2029	\$20,000
2030	\$20,000
2031	\$20,000
2032	\$20,000
2033	\$20,000
2034	\$20,000
2035	\$20,000
2036	\$20,000
2037	\$20,000
2038	\$20,000
2039	\$20,000
2040	\$20,000
2041	\$20,000
2042	\$20,000
2043	\$20,000
TOTAL	\$500,000



OFFICE OF THE BOARD OF SELECTMEN

30 Providence Road
Grafton, MA 01519
(508) 839-5335
BOSGroup@grafton-ma.gov
www.grafton-ma.gov

Craig Dauphinais, Chairman
Jennifer Thomas, Vice Chair
Bruce W. Spinney III, Clerk
Brook Padgett
Dennis Flynn

**CERTIFIED COPY OF VOTE TAKEN BY THE BOARD OF SELECTMEN ON
OCTOBER 20, 2015; ROAD STABILIZATION ACCOUNT**

Upon motion of Bruce Spinney it was voted to instruct Assessors to raise \$1.5M for the Road Stabilization account.

A true copy,
Attest:

Bruce W. Spinney, III
Board of Selectmen, Clerk



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

**BOARD OF SELECTMEN
MEETING MINUTES**

September 19, 2017
Municipal Center, Conference Room A
7:00 p.m.

CALL TO ORDER at 7:00 p.m.

ANNOUNCEMENTS

Mr. Spinney announced:

- the Open Space and Recreation Meeting coming up on October 26th, 2017
- Last Chance to participate in the open space survey
- Scarecrow Contest at the Grafton Common on September 23, 2017
- Last day to vote for Annual Town Meeting is September 26, 2017

ITEM 1A: APPOINTMENT OF WILLIAM DRAGO – ELECTION WORKER

This appointment is at the request of Kandy Lavallee, Interim Town Clerk.

MOTION by Mr. Padgett, **SECOND** by Mr. Hanna, to appoint William Drago as an election worker.
MOTION carried unanimously 5 to 0.

ITEM 2A: NEW BUSINESS - VOTE TO SIGN – ASPHALT CONTRACT – COMER CONTRACTING, INC.

This contract is for Chip Seal – We had two bidders – Comer and All State Asphalt. Comer came in 3 cents lower at 1.76 per square yard. This is a +3 cent change from last year's contract with Comer contracting. We have been looking into cape sealing. It is on average 2-3x more expensive than regular chip seal. All State Asphalt does offer the cape seal, and we could potentially do a PILOT with them to see how it works. This also tends to run more expensive than just chip seal but may be worth it if it maintains itself for longer.

FROM PAUL: Brian and I went to Shrewsbury this morning to look at roads that had been resurfaced using rubberized chip sealing. It seems like a better (smother and more durable) finish than basic chip sealing and we will probably try that first as it will be less

35 cost than cape seal. Neither product was bid for this year but we intend to bid both for
36 next year's roads improvement program.

37 Ms. Meekins noted Cormer provided services last year. Mr. McNerney noted that it has come before
38 us a bit later than in the past.

39 **MOTION** by Mr. Dauphinais, **SECOND** by Mr. Hanna, to sign the Cormer Asphalt Contract as
40 presented. **MOTION** carried unanimously 5 to 0.

41 Chief Normand Crepeau was present to speak to the following appointments:

42 **ITEM 1D: TOWN ADMINISTRATOR APPOINTMENT OF POLICE LIEUTENANT – NEIL A.**
43 **MINARDI**

44 Chief Crepeau reviewed the interest, endorsements and qualifications of Mr. Minardi.

45 **MOTION** by Mr. Hanna, **SECOND** by Mr. Dauphinais, to affirm the appointment of Lieutenant Neil
46 A. Minardi to the Grafton Police Department.

47 Mr. Padgett spoke about the exceptional approachability Mr. Minardi.

48 **MOTION** carried unanimously 5 to 0.

49 **ITEM 1B: TOWN ADMINISTRATOR APPOINTMENT OF POLICE SERGEANT – JAMES C.**
50 **CROSBY**

51 Chief Crepeau reviewed the interest, endorsements and qualifications of Mr. Crosby.

52 **MOTION** by Mr. Dauphinais, **SECOND** by Mr. Padgett, to affirm the appoint Provisional Sergeant
53 James C. Crosby to the rank of Permanent Sergeant of the Grafton Police Department. **MOTION**
54 carried unanimously 5 to 0.

55 **ITEM 1C: TOWN ADMINISTRATOR APPOINTMENT OF POLICE SERGEANT – LIAM F.**
56 **O'ROURKE**

57 Chief Crepeau reviewed the interest, endorsements and qualifications of Mr. O'Rourke.

58 Blackstone Valley Department, advance linguistic determination techniques. Has contributed to
59 secures and drug recoveries.

60 **MOTION** by Mr. Hanna, **SECOND** by Mrs. Thompson, to affirm the appoint Provisional Sergeant
61 Liam F. O'Rourke to the rank of Permanent Sergeant of the Grafton Police Department. **MOTION**
62 carried unanimously 5 to 0.

63 **ITEM 1E: TOWN ADMINISTRATOR APPOINTMENT OF POLICE OFFICER – DAVID J.**
64 **SPELLMAN JR.**

65 Chief Crepeau reviewed the interest, endorsements and qualifications of Mr. Spellman, Jr. He
66 currently attends UMass Lowell and is certified in Municipal Training, Dynamics of Addiction
67 among others.

68 Mr. Spellman Jr. expressed his gratitude.

69 **MOTION** by Mr. Hanna, **SECOND** by Mr. Padgett, to affirm the appoint Police Officer David J.
70 Spellman Jr. to the Grafton Police Department. **MOTION** carried unanimously 5 to 0.

ITEM 1F: TOWN ADMINISTRATOR APPOINTMENT OF POLICE OFFICER – JENSEN R. PLOTKIN

Chief Creapeau reviewed the interest, endorsements and qualifications of Ms. Plotkin. She was a dispatcher in Grafton and is a recent graduate of the State Police Academy run by the State Police.

MOTION by Mrs. Thompson, **SECOND** by Mr. Padgett, to affirm the appoint Lieutenant Jenson R. Plotkin as a Police Officer to the Grafton Police Department.

Mr. Dauphinais commended the new appointees on their dedication to the Town and thanked them for their services and contribution to the culture of the Town.

MOTION carried unanimously 5 to 0.

Chief Creapea spoke to the Board about the satisfactory of the quality of appointees this round of training has provided.

ITEM 3. SELECTMEN REPORTS / TA REPORTS

- RFP for cable studio design and engineering is due back tomorrow at 4pm. They will be reviewed by the committee and a recommendation will be made to the BOS to move forward.
- Finance Committee begins their hearings on the Town Meeting Warrant next week. Either Becca or myself will be attending to review the warrant.
- This Thursday at 7pm is the ZBA hearing for Prentice Place (40B). The hearing has been moved to the gym because they are expecting there will be a large crowd.
- There is a meeting with D. Eisenthal on Monday to discuss borrowing timeline for Library and DPW projects.
- Mr. Padgett noted there were 10 bids for the Library OPM. Mr. Spinney noted that the OEM would require a bit more technical advisement for the final planning and design of the project. He suggested that DPW be brought in for further discussion on the project.
- Mr. Dauphinais proposed the idea of holding an extra meeting in October. Discussion of October 10th, 2017 for a workshop was specified. Board members will come to the next meeting with any updates on Committees.

ITEM 2B: NEW BUSINESS - VOTE TO SIGN - OCTOBER TOWN MEETING WARRANT

Mr. McInerney discussed the most recent drafts with the Board Members. The discussed the following highlights and Articles:

- Mr. Spinney requested an updated list of vacancies on committees to post at Town meeting.
- Mr. McInerney noted that we are on track for the first two months of department budgets.
- GIC is in effect but we are looking for more cost-effective plans.
- Article 17: Follette street well continues to be monitored and reported by the Town to the Department of Environmental Protection. The Board noted that the Water District should be paying for the stripper used to clean up the soil on the property from past contamination. The well supplies up to 1/3 of the Towns municipal water.

- Article 25: The Board discuss raising the amount for road improvement stabilization fund. Mr. Dauphinais noted all the increase residents are enduring this year including the library expansion, the DPW facility, the wastewater treatment plant and school improvements'. Thomas noted the bond for the school has been increasing by 2.5% over the last 2 years. Mr. Padgett noted that it is not a great time for increase of a rate. Mr. Dauphinais noted that staff currently has their hands full with improvements. Mr. Spinney spoke to the benefits of increasing the rate from 1.5% to 2.5% and the availability of those funds which would result in the consistent upkeep town roads. The Board would like to have a workshop on the specifics of the increase but agreed to leave the increase as is.
- Article 33: Mr. McNerney noted the preference for the discussed land to be purchase from the State in for commercial development. Creating preferable zoning for that land will create a preferable setting for creating beneficial improvements to the property.
- Article 36: Mr. McNerney noted the scope of this request as related to other subsequent project needs for fire apparatuses. Mr. Spinney suggested noted that there should be a long-term debt exclusion fund for equipment that could pay for the build and design that takes time for a project like this. Mr. Padgett suggested creating a capital fund in order to generate interest that could be used for equipment in the future. Mr. Hanna noted the difficult decisions need to fund what will be needed. Mrs. Thomas noted the addition of several commercial tax developments in town.
- Article 41: Mr. McNerney noted that water testing and other scientific studies will be done to determine the level and the source of the contamination. Mr. Dauphinais questioned the reasoning with the placement of this Article on the warrant. Mr. McNerney noted the history of the complaint and the timing of the reasoning for this Article being brought forth by the Board of Selectmen due to the tight timing for a resident patrician. The Board discussed the request for a waiver of hook up fee from the Water District. Mr. Spinney noted that the complications of the moving forward on this request. Mr. Padgett noted that liability should be established. The Board discussed that there are remediation programs set forth by the State to deal with issues just like this. The Board discussed the process of how the issue could unfold with or without liability and agreed to keep the Article on the Warrant. The Board expressed concern for legal

At 9:02 p.m. Mr. Hanna exited the meeting. At 9:05 p.m. Mr. Hanna returned to the meeting.

MOTION by Mr. Dauphinais, **SECOND** by Mr. Padgett, to sign the October Town Meeting Warrant. **MOTION** carried unanimously 5 to 0.

ADJOURN

MOTION by Mr. Hanna, **SECOND** by Mr. Padgett, to adjourn. **MOTION** carried unanimously 5 to 0.

Meeting adjourned at 9:07 p.m.

EXHIBITS

- Correspondence from Kandy L. Lavallee, Interim Town Clerk, recommendation for William Drago, Election Worker, no date; 1 page.

- 152 • Correspondence from Normand A. Crepeau, Jr., SUBJECT: Recommendations for
153 Promotion to Sergeant, dated September 14, 2017; 1 page.
- 154 • Correspondence from Normand A. Crepeau, Jr., SUBJECT: Recommendations for
155 Promotion to Lieutenant, dated September 14, 2017; 1 page.
- 156 • Correspondence from Normand A. Crepeau, Jr., SUBJECT: Police Officer
157 Recommendations, dated September 7, 2017; 1 page.
- 158 • Corner Contract, dated July 1, 2017, Modified October 21, 2011; 17 pages.
- 159 • Certificate of Liability Insurance, dated March 20, 2017; 1 page.
- 160 • Bid Tally Form for Pavement Chip Sealing Services, Signed by David Crouse and Chris
161 Caron, dated July 19, 2017; 1 page.
- 162 • Draft Meeting Warrant for October 16, 2017 Annual Town Meeting, no date; 36 pages.
- 163



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**BOARD OF SELECTMEN
MEETING MINUTES**

October 3, 2017
Municipal Center, Conference Room A
7:00 p.m.

CALL TO ORDER at 7:00 p.m.

ANNOUNCEMENTS

Mr. Spinney announced the following:

- The Grafton Lions Club will host their 5th annual Haunted Woods Hayride, Tales from the Asylum FRIDAY OCT. 20, AND SATURDAY OCT. 21 6:30 – 10:30 on their grounds at 68 Brigham Hill Road. \$12 per person/ \$7 children under age of 10. Proceeds will benefit many of the charity and scholarship programs supported by the Lions.
- Brush Disposal Area on Millbury Street between Providence Road and Hudson Avenue is open Monday 10am to 1pm. Visit Grafton-ma.gov for updates.
- OCTOBERFEST Will Take Place At SOUTH GRAFTON ELEMENTARTY SCHOOL On October 14, From 10am To 3pm At South Grafton Elementary School.
- Suite 114 Corridor Nine is performing a ribbon cutting for a new Grafton business Quite Fetching a new dog bakery and pet boutique. Event runs from 5-7pm. Ribbon cutting at 5:30pm

**ITEM 2A: NEW BUSINES - VOTE TO SIGN – PURCHASE AND SALE AGREEMENT -
105 REAR WESTBORO ROAD**

Ms. Meekins instructed the Board Members on the recommendation from Town Counsel on the sale of the property.

MOTION by Mrs. Thomas, **SECOND** by Mr. Hanna, to authorize the Town Administrator to sign the Purchase and Sale Agreement for 105 Westboro Road. **MOTION** carried unanimously 3 to 0.

ITEM 2B: VOTE TO SIGN - STATEMENT OF CLAIM – 24 CORTLAND WAY

Ms. Meekins noted the cost of \$49,797.50 for removal and securing the site.

MOTION by Mr. Hanna, **SECOND** by Mrs. Thomas, to sign the Statement of Claim for 24 Cortland Way and send it to the Registry of Deeds.

Mr. Spinney requested that the amount be included in the Motion.

39 **AMENDED MOTION** by Mr. Hanna, **AMENDED SECOND** by Mrs. Thomas, to sign the
40 Statement of Claim for 24 Cortland Way for \$49,797.50 and send it to the Registry of Deeds.

41 **MOTION** carried unanimously 3 to 0.

42 **ITEM 2C: VOTE TO SIGN – LEASE AGREEMENT - 21 FOLLETTE STREET**

43 Ms. Meekins explained the conflict with the request to remove the Grafton Parcel of 58 Follette
44 Street from Chapter 61A due to the development of a cellular communication facility conflicting
45 with the Special Permit and Variance decision which requires that land be protected Open Space.

46 **MOTION** by Mrs. Thomas, **SECOND** by Mr. Hanna, to authorize the Chair of the Board of
47 Selectmen to sign the Letter to Sutton LLC concerning the Removal of Land located at 58
48 Follette Street from Chapter 61A. **MOTION** carried unanimously 5 to 0.

49 **ITEM 2D: VOTE TO APPROVE - ONE DAY BEER & WINE LICENSE – CUMMINGS**
50 **VETERINARY SCHOOL AT TUFTS UNIVERSITY – ALPHA PSI FALL FESTIVAL –**
51 **PHELPS FIELD – OCTOBER 14, 2017**

52 No discussion by the Board.

53 **MOTION** by Mr. Hanna, **SECOND** by Mrs. Thompson, to approve the One Day Beer & Wine
54 License for the Cummings Veterinary School at Tufts University for the Alpha Psi Fall Festival at
55 the Phelps Field on October 14, 2017. **MOTION** carried unanimously 5 to 0.

56 **ITEM 2E: VOTE TO APPROVE - ONE DAY BEER & WINE LICENSE – CUMMINGS**
57 **VETERINARY SCHOOL AT TUFTS UNIVERSITY – STUDENT / FACULTY**
58 **NETWORKING EVENT – CAMPUS CENTER/NEW EQUINE FACILITY – OCTOBER**
59 **28, 2017.**

60 No discussion by the Board.

61 **MOTION** by Mrs. Thomas, **SECOND** by Mr. Hanna, to approve the One Day Beer & Wine
62 License for the Cummings Veterinary School at Tufts University for the Student / Faculty
63 Networking Event at the New Equine Facility on October 28, 2017. **MOTION** carried
64 unanimously 3 to 0.

65 **ITEM 1A: JOINT MEETING – LIBRARY PLANNING & BUILDING COMMITTEE &**
66 **DPW FACILITIES BUILDINGS COMMITTEE**

67 Paul Conouyer, John Bechard, Julie Graves, Mary Fritz, Beth Galloway joined the meeting. Mr.
68 McInerney introduced the purpose of getting input from both the committees and Selectmen
69 pertaining to the needs and requirements for projects in relation to a Operations Project Manager
70 (OPM).

71 Mr. Bechard noted the steps for advising for a designer, designer development and putting the
72 project out to bid for the construction phase. The estimated time frame for construction being 12-

18 months. Mr. Bechard noted that there is one Request for Quote (RFQ) going out for all 3 phases of the OPM.

The members of the Board discussed the pros and cons of hiring in house for each phase of the project. Mr. Bechard noted that the construction phase may allow for hire of a Town Employee due to the part time nature of the time requirement. Mr. McInerney noted that there is a legal requirement of State Law to contact an OPM for each project.

Mr. Spinney requested a review of what is needed for the project in order to get a better idea of what will be required throughout the phasing process. Ms. Galloway noted the goal of opening the new facility in October of 2020. Committee Members, Staff and Board Members discussed the necessity of having an OPM to oversee the details of the day to day. Ms. Galloway noted the uniqueness of the library project, for construction to a Historic Building, would require proper accounting of the project. She expressed her concern that a joint OPM for both projects could jeopardize grant money received from the state without proper and meticulous accounting. Mr. McInerney affirmed that was a nonissue. Mr. Spinney suggested the idea of a Clerk of the Works to oversee both projects exclusively and separately.

Mr. Bechard commented on the straight forward nature of the construction of the DPW building due to the basic site work involved. He noted there are more complexities to the building design of the library project. Mr. Spinney requested that staff in the Town Administrator's office act as a liaison for gathering information and OPM requirements from each committee. Ms. Galloway noted that State Capital list for project (re)funding will not be delayed if a few weeks were taken to discuss the requirements of an OPM.

The Board and Staff discussed the details and timeline for borrowing. Mr. McInerney noted that he can make recommendations by October 16, 2017 at a meeting before Town Meeting based on numbers we have and skill set required for both projects and confirmed that staff will coordinate further discussion between both committees.

ITEM 5C: TOWN MEETING MOTIONS

Mr. McInerney presented the motions to the Board Members.

ITEM 4: CORRESPONDENCE

Mrs. Thomas noted there was a request for endorsement for the Eschelbacher memorial 5k walk/run on November 11, 2017 at the Grafton High School. Mr. Spinney noted that we can announce the walk/run at the upcoming meetings.

ITEM 3: SELECTMEN REPORTS / TA REPORTS

Mr. McInerney noted the free cash received in the amount of \$2,494,982.00, considered to be an average amount over the last 10 years.

The Board will also be meeting on the October 11th, 2017 at the South Grafton Veterans Hall for Q & A as well as on October 12th to review Town meeting proceedings. The Board will also hold a scheduled meeting on October 16, 2017 prior to Town Meeting.

Mr. Spinney requested that staff email the Board with details for Phil Gauthier's dedication ceremony be held on November 4, 2017 at the Mill Village Park.

ADJOURN

MOTION by Mr. Hanna, **SECOND** by Mrs. Thomas, to adjourn. **MOTION** carried unanimously 5 to 0.

Meeting adjourned at 8:41 p.m.

EXHIBITS

- Statement of Claim, Commonwealth of Massachusetts, Town of Grafton, for the amount of \$49,797.50 to Owner Atasha R. Mathew of 4 Miles Avenue, Shrewsbury, AM 01545; 1 page.
- Purchase and Sale Agreement, from the Office of Kremer Law, LLC, dated October 2, 2017; 4 pages.
- Letter to Jonathan Bruce, RE: Sutton LLC – Removal of Land from Chapter 61A at 58 Follette Street, Grafton, from Bruce Spinney III, Grafton Board of Selectmen, dated October 3, 2017; 2 pages.
- One Day Beer & Wine Application Form, Cummings Veterinary School at Tufts University for Student Faculty Networking Event, signed by Barbara Berman, dated September 27, 2017; 2 pages.
- One Day Beer & Wine Application Form, Cummings Veterinary School at Tufts University for Alpha Psi Fall Fest, signed by Barbara Berman, dated September 27, 2017; 2 pages.



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
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**BOARD OF SELECTMEN
MEETING MINUTES**

October 16, 2017
Grafton Highschool Auditorium
6:30 p.m.

CALL TO ORDER

A meeting was called to order at 6:34 PM. Present was Chairman Bruce Spinney III, Vice Chair Sargon Hanna, Clerk Jen Thomas, and Brook Padgett. Staff present was Town Administrator Tim McNerney, Assistant Town Administrator Rebecca Meekins, and Administrative Assistant Nicole Larson. Craig Dauphinais was absent.

ANNOUNCEMENTS

No announcements were made.

PUBLIC COMMENTS

No public comments were made.

SCHEDULED ITEM 1a. OPM UPDATE

Mr. McNerney explained the benefits and cost savings of hiring a project manager in house. Mr. Hanna asked if there is any recourse for this type of hiring. Mr. McNerney recommended the Town's Architect, Andy Deschenes for the position, and confirmed that he is fully insured and does have liability coverage. It was confirmed that Mr. Deschenes would be capable of attaining the time line required for the Department of Public Works. It was the Board's consensus that the Town Administrator should move forward with finalizing the contract with Mr. Deschenes.

MOTION by Mr. Hanna, SECOND by Mrs. Thomas to finalize the contract for the OPM with Mr. Deschenes.

At 6:42 p.m. Mr. Spinney called a recess for the Board.

At 6:55 p.m. Mr. Spinney and the other Selectmen joined the Finance Committee. Mr. McNerney noted that the free cash amount may be overstated in the PowerPoint presentation, discussed the proposed refunding or refinancing parts of the Town's outstanding bond debt. He also gave a brief summary of the information received from Jay Billings, the Hydrogeologist who submitted a report pertaining to the proposed contamination of the well at 159 Millbury Street.

At 7:14 p.m. Mr. Spinney called a recess for the Board.

ITEM 2. NEW BUSINESS

No new business discussed.

SCHEDULED ITEM 1b. TOWN MEETING

At 7:30 p.m. Mr. Spinney began Town Meeting. Ray Mead the Town Moderator gave a brief introduction and appointed David Robbins as Deputy Moderator. State Representative David Muradian announced his support for development of the DCAMM Property in North Grafton and Senator Moore wished everyone a respectful and productive night ahead. Mr. Mead offered a thank you to retired Town Clerk Donna Guirard on all her years of service to the Town. The Board proceeded with Town Meeting.

SELECTMEN REPORTS / TA REPORTS

No reports discussed.

CORRESPONDENCE

No correspondence discussed.

DISCUSSION

No discussion.

ADJOURNMENT

MOTION by Mr. Hanna, SECOND by Mr. Padgett to adjourn Town Meeting at 9:37 p.m.

EXHIBITS:

- Correspondence Packet from Jay Billings, Hydrogeologist for Northeast Geoscience, Inc., Re: Water Quality Evaluation, Private Well at 159 Millbury Street, Grafton, MA, dated October 11, 2017; 13 pages.
- Memo from Ginny Kremer, Town Counsel to Town Administrator and Board of Selectmen, Re: 159 Millbury Street, dated October 12, 2017; 2 page.
- Town Meeting Article Motions, no date; 7 pages.
- Potential Alternate Motions, no date; 2 pages.
- Correspondence from David M. Eisenthal, to Jessica Gomez, Treasurer/Collector, dated October 16, 2017; 2 pages.